



**Navsahyadri Education Society's Group of
Institutions Faculty of Engineering**

Sr.No69,70, 71, Naigaon [Nasrapur], Bhore, Pune-412213



Criterion5: Placement Data

5.2.1 Number of placements of outgoing students during the year

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mulahi
PRINCIPAL
Dr.M.V.Dalvi

<div>  <div> Navsahyadri Group of Institutions (Approved by PCI, New Delhi Recognized by Govt. of Maharashtra and DTE, Mumbai Affiliated to SPPU/MSBTE/BATU) </div>  </div>						
Sr. no.	Year of graduation	Name of student who has been placed	Program graduated from	Name of the employer with contact details	Pay package at appointment (In INR per annum)	
1	2023-24	DHANAWADE ABHAY RAJENDRA	Computer Engineering	Qspider	3.5	
2	2023-24	SAURAV KUMAR	Computer Engineering	Acadmore	4	
3	2023-24	AMATE ADITYA PRASHANT	Computer Engineering	Acadmore	2.5	
4	2023-24	AMBLE ARTI MININATH	Computer Engineering	Acadmore	2.5	
5	2022-23	Bhargude Pratiksha Raju	COMP ENG	TECHONOOK	3.5	
6	2023-24	BHILARE NUTAN SANTOSH	Computer Engineering	Acadmore	2.5	
7	2023-24	DARULU VINAY KUMAR	Computer Engineering	Technook	3.5	
8	2023-24	Dhaygude Rutuja Dhaondiba	Computer Engineering	Technoleran	2.8	
9	2023-24	DHUMAL PRATIK SHIVAJI	Computer Engineering	Technook	3.5	
10	2023-24	DONODE PRACHI GAJANAN	Computer Engineering	Acadmore	2.5	
11	2023-24	GAIKWAD SHRADDHA SURESH	Computer Engineering	Technook	3.5	
12	2023-24	GANESH BHARAT VHANMANE	Computer Engineering	Qspider	3.5	
13	2023-24	GAVHANE SHUBHAM RAJENDRA	Computer Engineering	Technoleran	2.8	
14	2023-24	GHADAGE AMIT DATTATRAY	Computer Engineering	Technook	3.5	
15	2023-24	GURAV DIVYA SATISH	Computer Engineering	Technoleran	2.8	
16	2023-24	HIRE VINAY ASHOK	Computer Engineering	Technoleran	2.8	
17	2023-24	JAGTAP JANHAVI KRISHNARAO	Computer Engineering	Acadmore	2.5	
18	2023-24	JAMDADE SHRUTIKA CHANDRAKANT	Computer Engineering	Technoleran	2.8	
19	2023-24	JAGTAP JANHAVI KRISHNARAO	Computer Engineering	QSpiders	2.5	
20	2023-24	GAIKWAD KAJAL RAMDAS	Computer Engineering	Qspider	3.5	
21	2023-24	TAWARE KETAN RAVINDRA	Computer Engineering	Qspider	3.5	
22	2023-24	KHARIWALE SANIKA SURYAKANT	Computer Engineering	Technoleran	2.8	
23	2023-24	BADADHE RAJGAURI SUNIL	Computer Engineering	Qspider	3.5	
24	2023-24	DESHMUKH SAUGANDH CHARUDATTA	Computer Engineering	Technoleran	2.8	
25	2023-24	JHODGE SAHIL RAHUL	Computer Engineering	Qspider	3.5	
26	2023-24	KULKARNI ROHIT VASANT	Computer Engineering	Technoleran	2.8	
27	2023-24	MENDHE UTKARSH GANESH	Computer Engineering	Qspider	3.5	

28	2023-24	MUNDANKAR SHRUTI RAJESH	Computer Engineering	Qspider	3.5	
29	2023-24	NANGARE HARSHAD DATTATRAYA	Computer Engineering	Technook	3.5	
30	2023-24	NAYAN DILIP BUDGUDE	Computer Engineering	Technoleran	2.8	
31	2023-24	PAMANE SHWETA DEVIDAS	Computer Engineering	Acadmore	2.5	
32	2023-24	PARIHAR SHLOK MANOJSINGH	Computer Engineering	Technook	3.5	
33	2023-24	PAWAR ADITYA DHANANJAY	Computer Engineering	Technook	3.5	
34	2023-24	PAWAR KARTIK SHIVAJI	Computer Engineering	Qspider	3.5	
35	2023-24	PAWAR SANKET SANTOSH	Computer Engineering	Technoleran	2.8	
36	2023-24	PISAL AKSHAY SANJAY	Computer Engineering	Technook	3.5	
37	2023-24	PISAL SHREYAS VIJAY	Computer Engineering	Qspider	3.5	
38	2023-24	POL TANMAY SURYAKANT	Computer Engineering	Acadmore	2.5	
39	2023-24	PRATIK SUNIL SHELKE	Computer Engineering	Qspider	3.5	
40	2023-24	REDDY LAKHAN NARAYAN	Computer Engineering	Technoleran	2.8	
41	2023-24	SADAFAL KUSHAL JAYANT	Computer Engineering	Acadmore	2.5	
42	2023-24	SAKSHI SUNIL KADAM	Computer Engineering	Qspider	3.5	
43	2023-24	SALUNKHE ANISHA SANJAY	Computer Engineering	Acadmore	2.5	
44	2023-24	SANIKA MEGHRAJ ERANDE	Computer Engineering	Technook	3.5	
45	2023-24	SAURAV RANJEET KUMAR	Computer Engineering	Acadmore	2.5	
46	2023-24	SAWANT AKASH ANANDARAO	Computer Engineering	Qspider	3.5	
47	2023-24	SHINDE PRATHMESH SHIVAJI	Computer Engineering	Qspider	3.5	
48	2023-24	SHINDE ROHAN PRATAP	Computer Engineering	Technook	3.5	
49	2023-24	SHIVAM ANAND GAIKWAD	Computer Engineering	Acadmore	2.5	
50	2023-24	SINGH ANKIT RAJESH	Computer Engineering	Technook	3.5	
51	2023-24	SURWASE VAIBHAV DATTATRAY	Computer Engineering	Qspider	3.5	
52	2023-24	VAISHNAVI RAMCHANDRA KAMBLE	Computer Engineering	Qspider	3.5	
53	2023-24	WADKAR ROSHAN SHIVAJI	Computer Engineering	Qspider	3.5	
54	2023-24	WAGHMODE PRASANNA DADA	Computer Engineering	Technook	3.5	
55	2023-24	WANKHEDE SANKET RAJENDRA	Computer Engineering	Qspider	3.5	
56	2023-24	YADAV YOGITA ANANT	Computer Engineering	Qspider	3.5	
57	2023-24	BADADHE SNEHAL MHASKU	E&TC	PHILIPS, PUNE	4.3	
58	2023-24	GHORPADE PRASAD ANIL	E&TC	S TECH PVT LTD, KOTHRU	5.5	
59	2023-24	JADHAV SUJIT BAJARANG	E&TC	D ISOLUTION , VADGAON	4.8	
60	2023-24	SHALINI KAMAL KISHORE CH	E&TC	TATA MOTORS ,PUNE	2.5	

61	2023-24	VISHWADEEPA GANESH HOLKAR	E&TC	INITIATIVE ENGINEERING , PUNE	2.5	
62	2023-24	GAIKWAD PRATIKSHA VIJAY	E&TC	ENTERPRISES,SHIVANE PUNE	2	
63	2023-24	KAMBLE SUNIL JAYSING	E&TC	FEUINO INDUSTRY LLP	2	
64	2023-24	PATIL NEELIMA RAMCHANDR	E&TC	(INDIA) PVT.LTD, KOTHRU	2	
65	2023-24	ABHAY SANJAY CHAUDHARY	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
66	2023-24	ANSARI PARVEZ ALAM	Electrical Engineering	WiproPARI Pvt Ltd	2.05L	
67	2023-24	BHOSALE MONIKA MANSING	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
68	2023-24	CHAVAN DHIRAJ JAYWANT	Electrical Engineering	BYJU's	6.2L	
69	2023-24	DANGE RUTUJA LAXMAN	Electrical Engineering	GKN Fokker Elmo India PVT Pune	3.5L	
70	2023-24	JADHAV KOMAL DADASO	Electrical Engineering	GKN Fokker Elmo India PVT Pune	3.5L	
71	2023-24	JADHAV PRUTHVIRAJ SATYAVAN	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
72	2023-24	KUMBHAR PALLAVI	Electrical Engineering	MAHLE ANAND FILTER SYSTEMS pune	3.5L	
73	2023-24	LAGAD JYOTI RAJARAM	Electrical Engineering	Dana Incorporated Automotive industry company	4L	
74	2023-24	MESHRAM VAIBHAV G.	Electrical Engineering	Wipro Ltd, Shirwal	3.5L	
75	2023-24	MRUNALI SAVATA KALUKHE	Electrical Engineering	Autocal Engineers	2L	
76	2023-24	OMKAR AVINASH JAMBURE	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
77	2023-24	PADMAJA BALBHIM PATIL	Electrical Engineering	GE Arospace	2L	
78	2023-24	PATEL RAHAT TAKIB	Electrical Engineering	Inyantra Pvt.Ltd	1.2L	
79	2023-24	VAISHALI A. JADHAV	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
80	2023-24	WASNIK NAYAN RAJU	Electrical Engineering	Wipro Ltd, Shirwal	3.5L	
81	2023-24	CHORGHAD NAVNATH DILIP	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
82	2023-24	DALVI SIDDHESH SURYAKANT	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
83	2023-24	KADAM AMIT MOHAN	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
84	2023-24	LAVHALE PRASHANT RAMESH	Mechanical Engineering	GE Aviation	2.40 Lac PA	
85	2023-24	PITEKAR AMOL MACHINDRA	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
86	2023-24	KUMBHAR YOGITA RAJENDRA	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
87	2023-24	KUMBHARKAR SUSHANT LAXMAN	Mechanical Engineering	WOM	2.40 Lac PA	
88	2023-24	SHELAR LALIT SURESH	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
89	2023-24	PRIYANKA SOMNATH PAWAR	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
90	2023-24	Gogawale Sangram Shashikant	Civil Engineering	gadamba Constructions, Phaltan	2.4 Lacs	
91	2023-24	Gole Trupti Ananda	Civil Engineering	K. J. Constructions, Wai, Satara	2.4 Lacs	
92	2023-24	Kumbhar Gaurav Tanaji	Civil Engineering	Asian Paint, Satara	5.93 Lacs	
93	2023-24	Nage Rushikesh Lakshman	Civil Engineering	Swaraj Constructions, Pune	1.2 Lacs	
94	2023-24	Shendkar Abhishek Rajesh	Civil Engineering	NYATI Builders, Pune	3 Lacs	
95	2023-24	Vachakal Shivani Satish	Civil Engineering	K. J. Constructions, Wai, Satara	2.4 Lacs	
96	2023-24	Rajratana Bhosale	MBA	Asseal	3.50 Lac PA	
97	2023-24	Saurav Shinde	MBA	ICL	3.50 lac PA	
98	2023-24	Nishant Kambale	MBA	Whirl pool	12 Lac PA	
99	2023-24	Vishal Pawar	MBA	BIOSTADT	4.40 lac PA	
100	2023-24	Vikas Soulwankar	MBA	Way food	5.50 Lac PA	
101	2023-24	Mithilesh Bhalekar	MBA	Duphalac	7.77 Lac PA	
102	2023-24	Prasad Jadhav	MBA	Yes Bank	2.50 Lac PA	
103	2023-24	Tushar Patil	MBA	Tuljai HR Service Pvt Ltd	2.8 Lac PA	
104	2023-24	Rajendra Jadhav	MBA	Integrated Resource Staffing pvt ltd	2.70 Lac PA	

105	2023-24	Swapnil Shinde	MBA	Yes Bank	2.70 Lac PA	
106	2023-24	Vishal Sawant	MBA	Reliance Retail	2.40 Lac PA	
107	2023-24	Sagar Waghamare	MBA	Integrated Resource Staffing pvt ltd	3.20Lac PA	
108	2023-24	Rahul Wandre	MBA	Yes Bank	2.70 Lac PA	
109	2023-24	Akash Parave	MBA	Tuljai HR Service Pvt Ltd	2.20 Lac PA	
110	2023-24	Amol Shinde	MBA	Manpower Group India Pvt Ltd	2.91 Lac PA	
111	2023-24	Akshay Jadhav	MBA	Reliance Retail	2.40 Lac PA	
112	2023-24	Harshad Kumbhar	MBA	No Broker.com	3.20 lakh PA	
113	2023-24	Snehal Jadhav	MBA	JSDK & Associate	3.12 Lac PA	
114	2023-24	Akashay Deshamukh	MBA	No Broker.com	2.40 lakh PA	
115	2023-24	Pratiksha	MBA	Just Dial	1.80 Lac PA	
116	2023-24	Omkar Mohite	MBA	Bajaj Finserv	4.00 Lakh PA	
117	2023-24	Akshay Gurav	MBA	Manpower Group India Pvt Ltd	1.91 Lac PA	
118	2023-24	Uadhav Wakare	MBA	Just Dial	2.35 Lac PA	
119	2023-24	Rajesh Pawar	MBA	JSDK & Associate	2.90 Lac PA	
120	2023-24	RUSHIKESH	MBA	ACC	4.50 Lac PA	
121	2023-24	Akash Taware	MBA	Shubha systems	3.42 Lac PA	
122	2023-24	Snehal Kidrat	MBA	Tuljai HR Service Pvt Ltd	1.8 Lac PA	
123	2023-24	Satyam Dhanwale	MBA	LOBO Staffing Solutions	2.20 Lac PA	
124	2023-24	Komal Pokharkar	MBA	everseen	3.80 Lac PA	
125	2023-24	Aashwini Kulkarni	MBA	GERA	13.00 Lac PA	
126	2023-24	Shrikrishna Kharmale	MBA	Integrated Resource Staffing pvt ltd	3.47 Lac PA	
127	2023-24	Priya Pasalkar	MBA	Caption Outdoor pvt ltd	4.92 Lac PA	
128	2023-24	Prathmesh Sabale	MBA	Serum Institute of India	3.5 Lac PA	
129	2023-24	Vishal Sonawane	MBA	Yes Bank	3.50 Lac PA	
130	2023-24	Tushar Bombale	MBA	MXB Agro	3.20 Lac PA	
131	2023-24	Navdeep Pawar	MBA	Tech Mahindra	3.00Lac PA	
132	2023-24	Jaganath Sanap	MBA	Patil Biotech Pvt Ltd	5.00Lac PA	
133	2023-24	Vaibhav Sathave	MBA	Reliance Retail	4.00 Lac PA	
134	2023-24	Uday Uttam Raut	MBA	IDBI	7.00 Lac PA	
135	2023-24	Tamboli Junaid Javed	MBA	NCS	10.80 Lac PA	
136	2023-24	AKSHAY SANJAY DHUMAL	MBA	TATA TCSL	4.20 Lac PA	
137	2023-24	AJIT JADHAO	MBA	Synechron	14.90 Lac PA	
138	2023-24	Priya Paigude	MBA	Caption Outdoor pvt ltd	5.04 Lac PA	
139	2023-24	Mrunalini Jadhav	MBA	Just Dial	2.00Lac PA	
140	2023-24	Nana Tayappa Solankar	MBA	HITECH	4.17 Lac PA	
141	2023-24	Akshay Ghule	MBA	ICICI	3.20 Lac PA	
142	2023-24	Talwar Harshad	MBA	Just Dial	5.00Lac PA	
143	2023-24	Pranita Ghadage	MBA	TATA	4.00 Lac PA	
144	2023-24	Shrutika Pawar	MBA	Just Dial	2.16 Lac PA	
145	2023-24	Prajakta Walgude	MBA	Just Dial	3.80 Lac PA	
146	2023-24	Pratiksha Walkunde	MBA	IDBI	13.00 Lac PA	
147	2023-24	Vidya Walhekar	MBA	Asseal	4.00 Lac PA	
148	2023-24	JADHAO RAMESHRI SITARAM	MBA	Mobiloitte	2.10 Lac PA	
149	2023-24	KHATAVKAR SHRADDHA GUR	MBA	Mobiloitte	3.00Lac PA	
150	2023-24	KHAWALE GAURI LALA	MBA	Mobiloitte	2.10 Lac PA	
151	2023-24	ROMAN ROHIT GAJANAN	MBA	Mobiloitte	4.00 Lac PA	
152	2023-24	SANAP JAGANNATH SHRIRAM	MBA	Reliance Retail	4.00 Lac PA	
153	2023-24	INJEKAR PRATIK SANJAY	MBA	Reliance Retail	4.00 Lac PA	
154	2023-24	KAMBLE ARUNDHATI AJAY	MBA	Future Generali	3.60Lac PA	
155	2023-24	NIKITA SUDHAKAR KONDE	MBA	Tech Mahindra	3.00Lac PA	
156	2023-24	PRASAD BHANUDAS JADHAV	MBA	Future Generali	3.60Lac PA	
157	2023-24	RAJ KUMAR	MBA	Synechron	3.20 Lac PA	
158	2023-24	ROHAN DHARMRAJ JADHAV	MBA	Synechron	5.04 Lac PA	
159	2023-24	SATYAM DHANAJI DANAWAL	MBA	Synechron	5.04 Lac PA	
160	2023-24	UNNATI VIJAYRAO KALE	MBA	Synechron	4.00 Lac PA	
161	2023-24	WALMIKI SUJIT AMIT	MBA	NOETIC Lab Pvt Ltd	4.00 Lac PA	
162	2023-24	ABHISHEK SANJAY KADAM	MBA	NOETIC Lab Pvt Ltd	3.20 Lac PA	

163	2023-24	AKSHAY SHRIKANT JADHAV	MBA	NOETIC Lab Pvt Ltd	4.00 Lac PA	
164	2023-24	BHOSALE RAJRATNA JITENDR	MBA	Future Generali	3.60Lac PA	
165	2023-24	KUMBHAR HARSHAD SHIVAJI	MBA	NOETIC Lab Pvt Ltd	4.17 Lac PA	
166	2023-24	KIRAN KARAD	MBA	Ashok Leyland Ltd	4.00 Lac PA	
167	2023-24	MORE ATHARVA DEVENDRA	MBA	Yes Bank	3.50 Lac PA	
168	2023-24	SOURABH SUNIL JAGTAP	MBA	Reliance Retail	4.00 Lac PA	
169	2023-24	VISHAL NAMDEO PAWAR	MBA	Just Dial	5.04 Lac PA	
170	2023-24	WAGHMODE SAGAR BHUJANG	MBA	ICICI	3.20 Lac PA	
171	2023-24	WANDARE RAHUL VILAS	MBA	Reliance Retail	4.00 Lac PA	
172	2023-24	BUDHAWALE AKASH DNYANE	MBA	ISG	5.04 Lac PA	
173	2023-24	GAIKWAD ABHISHEK DATTAT	MBA	Ashok Leyland Ltd	4.00 Lac PA	
174	2023-24	GANESH RAMBHAU SHINDE	MBA	Mobiloitte	3.00Lac PA	
175	2023-24	GHADGE PRANITA DILIP	MBA	Mobiloitte	3.00Lac PA	
176	2023-24	GHULE AKSHAYDATTA RAJAR	MBA	ICICI	3.20 Lac PA	
177	2023-24	HRISHIKESH PANDHARINATH	MBA	Yes Bank	3.50 Lac PA	
178	2022-23	Bavalekar Digvijay Ashok	COMP ENG	TECHONOOK	3.5	
179	2022-23	Bhadale Prajakta Pandurang	COMP ENG	TECHONOOK	3.5	
180	2022-23	Bhave Piyusha Maruti	COMP ENG	TECHONOOK	3.5	
181	2022-23	Bhise Samruddhi Ashok	COMP ENG	TECHONOOK	3.5	
182	2022-23	Bhuwad Rohit Santosh	COMP ENG	TECHONOOK	3.5	
183	2022-23	Chougule Rutuja Rajendra	COMP ENG	TECHONOOK	3.5	
184	2022-23	Deokar Pooja Kiran	COMP ENG	TECHONOOK	3.5	
185	2022-23	Dhaygude Rutvik Vitthal	COMP ENG	TECHONOOK	3.5	
186	2022-23	Hivarkar Pranali Bapu	COMP ENG	TECHONOOK	3.5	
187	2022-23	Inamke Nikita Rajendra	COMP ENG	Qspider	3.5	
188	2022-23	Ingale Vishal Navnath	COMP ENG	Qspider	3.5	
189	2022-23	Ingulkar Shweta Rajendra	COMP ENG	Qspider	3.5	
190	2022-23	Jadhav Darshana Bharat	COMP ENG	Qspider	3.5	
191	2022-23	Jadhav Rajashri Rajendra	COMP ENG	Qspider	3.5	
192	2022-23	Jadhav Shivani Machindra	COMP ENG	Qspider	3.5	
193	2022-23	Jadhav Shradha Sanjay	COMP ENG	Infosys	4.32	
194	2022-23	Jagdale Chaitrali Bhagwan	COMP ENG	Infosys	4.32	
195	2022-23	Jagdale Rohit Tukaram	COMP ENG	Infosys	4.32	
196	2022-23	Jawalkar Anurag Sunil	COMP ENG	Infosys	4.32	
197	2022-23	Kad Rutuja Anil	COMP ENG	Infosys	4.32	
198	2022-23	Kadam Atharva Anand	COMP ENG	Infosys	4.32	
199	2022-23	Kadam Shruti Sanjay	COMP ENG	Qspider	3.5	
200	2022-23	Kadam Sonali Hemant	COMP ENG	Qspider	3.5	
201	2022-23	Pawar Abhishek Vasant	COMP ENG	Thechnolearn	3.5	
202	2022-23	Pawar Vibhuti Mahadev	COMP ENG	Thechnolearn	3.5	
203	2022-23	Pujari Sushant Shankar	COMP ENG	Thechnolearn	3.5	
204	2022-23	Rasal Vaibhav Dashrath	COMP ENG	Thechnolearn	3.5	
205	2022-23	Raut Ranjeet Sanjay	COMP ENG	Thechnolearn	3.5	
206	2022-23	Sachin Prakash	COMP ENG	Thechnolearn	3.5	
207	2022-23	Salunkhe Supriya Narayan	COMP ENG	Thechnolearn	3.5	
208	2022-23	Sanas Shraddha Subhash	COMP ENG	Thechnolearn	3.5	
209	2022-23	Sawant Jayesh Vishvanath	COMP ENG	Thechnolearn	3.5	
210	2022-23	Shah Samyag Atul	COMP ENG	Thechnolearn	3.5	
211	2022-23	Shaikh Asif Ahmad	COMP ENG	Thechnolearn	3.5	
212	2022-23	Shilwant Shashank Ravindra	COMP ENG	TCS	1.8	
213	2022-23	Shinde Mrunal Chandrakant	COMP ENG	TCS	1.8	
214	2022-23	Shinde Yadnesh Gulabrao	COMP ENG	TCS	1.8	
215	2022-23	Sonali	COMP ENG	TCS	1.8	
216	2022-23	Sonar Shreyas Praveen	COMP ENG	TCS	1.8	
217	2022-23	Suryanand	COMP ENG	TCS	1.8	
218	2022-23	Sutar Supriya Sudhakar	COMP ENG	TCS	1.8	
219	2022-23	Talekar Priti Ankush	COMP ENG	TCS	1.8	
220	2022-23	Talekar Rutuja Rajendra	COMP ENG	TCS	1.8	
221	2022-23	Ughade Shriram Gaurishankar	COMP ENG	TCS	1.8	
222	2022-23	Zalate Pramod Hanumant	COMP ENG	TCS	1.8	
223	2022-23	Sawant Kaustubh Narendra	E&TC	Inditech Electrosystem Pvt.Ltd	6.6	

224	2022-23	Chavan Yogesh Gautam	E&TC	L & T defense	3	
225	2022-23	Kulkarni Mahesh Swamirao	E&TC	Vishay Components Pvt.Ltd	5.2	
226	2022-23	Landge Prashik Rahulrao	E&TC	Reecomps Teleservice Pvt.Ltd	2.7	
227	2022-23	Gedam Sangharsh Pradiprao	E&TC	Airtel (Computronics systems Pvt.Ltd)	4.2	
228	2022-23	Dhandore Vaishnavi Pramod	E&TC	Seedame Machactronics	2.5	
229	2022-23	Choudhary Mayuri Mahendra	E&TC	Technofer Electronics Pvt.Ltd	3	
230	2022-23	Sawant Vaibhav Vishwas	E&TC	INVT Electrical India Pvt.Ltd	4.8	
231	2022-23	Sarpale Rohini Vilas	E&TC	Kotak	3	
232	2022-23	Pawar Komal Hanmant	E&TC	PP Enterprises	3	
233	2022-23	Bandal Vishal Shivaji	Electrical Engineering	Kalyani Forge Limited	2.2L	
234	2022-23	Bhaskar Akshay Laxman	Electrical Engineering	Kalyani Forge Limited	2.2	
235	2022-23	Bhasme Tejaswini Chandrakant	Electrical Engineering	Mahadiscom	2.4L	
236	2022-23	Bhombe Sagar Sukhdev	Electrical Engineering	Cummins India Pvt Ltd	2.4L	
237	2022-23	Bichkule Akshay Sanjay	Electrical Engineering	prescion automation and robo	1.56L	
238	2022-23	Desai Kishan Subhash	Electrical Engineering	Bajaj Auto LTD	5.8L	
239	2022-23	Dhende Rohit Kumar	Electrical Engineering	Cipla India	2.4L	
240	2022-23	Dhurde Mayuri Mahadeo	Electrical Engineering	GE, India Industrial Pvt. Ltd	2.3L	
241	2022-23	Fukat Asmita	Electrical Engineering	at Technology Solutions India	4.5L	
242	2022-23	Gaddime Akash Hariram	Electrical Engineering	ACE Engineering Acdamy	2.4L	
243	2022-23	Gaikwad Vinod Sanjay	Electrical Engineering	GE, India Industrial Pvt. Ltd	2.3L	
244	2022-23	Ghadage Arti Yashwant	Electrical Engineering	GE, India Industrial Pvt. Ltd	2.3L	
245	2022-23	Hajari Aayesha Mansoor	Electrical Engineering	Mahadiscom	3.6L	
246	2022-23	Jadhav Mayuri Mahesh	Electrical Engineering	GE Aviation	2.4L	
247	2022-23	Jadhav Prajkta Ananda	Electrical Engineering	Mahale Industries	1.8L	
248	2022-23	Jagtap Sanjay Sahebrao	Electrical Engineering	at Technology Solutions India	4.5L	
249	2022-23	Kele Lahu Govindrao	Electrical Engineering	Team Lease Servises Ltd	2.5L	
250	2022-23	Korde Sakshi	Electrical Engineering	Tata Motors, Pune	3L	
251	2022-23	Pathe Aniket Sanjay	Electrical Engineering	Kalyani Forge Limited	2.2L	
252	2022-23	Salunke Roshan Jagdish	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
253	2022-23	Sawant Sachin	Electrical Engineering	and Raje Construction Co. P	2.6L	z
254	2022-23	Shaikh Aafiya Dilawar	Electrical Engineering	Mahadiscom	1.8L	
255	2022-23	Shembale Mahesh Laxman	Electrical Engineering	Cummins India Pvt Ltd	2.4L	
256	2022-23	Shinde Rahul Anand	Electrical Engineering	Kalyani Forge Limited	2.2L	

257	2022-23	Shirodkar Ashwini Kanta	Electrical Engineering	Jove Electronics Pvt. Ltd	4.8L	
258	2022-23	Tambade Sanket Sham	Electrical Engineering	Cummins India Pvt Ltd	2.4L	
259	2022-23	Thorat Arati Nilesh	Electrical Engineering	Mahale Industries	1.8L	
260	2022-23	Wawre Rajratna Bhimrao	Electrical Engineering	Kalyani Forge Limited	2.2L	
261	2022-23	Kopade Rushikesh	Electrical Engineering	Senses Electronics Pvt Ltd	5.58L	
262	2022-23	Abhishek Babasaheb Jadhav	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
263	2022-23	Ajit Dilip Arjun	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
264	2022-23	Barwaker Abhijit Prakash	Mechanical Engineering	Team Lease	2.70 Lac PA	
265	2022-23	Dange Naeem Bashir	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
266	2022-23	GHODE DIPAK MARUTI	Mechanical Engineering	GE Aviation	2.40 Lac PA	
267	2022-23	Gaikwad Akash Shankar	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
268	2022-23	Gaikwad Rutuja Vijay	Mechanical Engineering	Shield Pro	2.70 Lac PA	
269	2022-23	Gajanan Suryakant Phad	Mechanical Engineering	Tata Technologies	2.20 Lac PA	
270	2022-23	Jadhav Shivprasad Bapurao	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
271	2022-23	Jagtap Vaishnavi Uday	Mechanical Engineering	WOM	2.40 Lac PA	
272	2022-23	JAMKHANDI AAZAM M.RAFIQ	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
273	2022-23	Jaybhaye Amol Dinkar	Mechanical Engineering	WOM	2.70 Lac PA	
274	2022-23	Katalkar Avadhut Manohar	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
275	2022-23	GAWANDE KAUSTUBH DNYAM	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
276	2022-23	Konde Omkar DNYANESHWAR	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
277	2022-23	Koyade Pavan Vishwambhar	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
278	2022-23	Mahadik Sagar Vilas	Mechanical Engineering	Team Lease	2.70 Lac PA	
279	2022-23	Mahangade Abhishek Kashinath	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
280	2022-23	Maheen Noorshan Khan	Mechanical Engineering	GE Aviation	2.40 Lac PA	
281	2022-23	Maity Amit Kumar Narayan	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
282	2022-23	Malve Kajal Shankar	Mechanical Engineering	Shield Pro	2.70 Lac PA	
283	2022-23	JADHAV MANDAR BABAJI	Mechanical Engineering	Tata Technologies	2.20 Lac PA	
284	2022-23	Mandavkar Avadhut Mahadev	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
285	2022-23	Mohite Suraj Chandrakant	Mechanical Engineering	WOM	2.40 Lac PA	
286	2022-23	Nivalkar Bhavik Prakash	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
287	2022-23	Pandit Omkar Ramesh	Mechanical Engineering	WOM	2.70 Lac PA	
288	2022-23	Pavan Sunil Late	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
289	2022-23	PAWAR VIVEK SANJAY	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
290	2022-23	Datal Abhishekh	Civil Enginrring	Silverline Enterprises, Mumba	2.04 Lacs	
291	2022-23	Athawale Akash Pramod	Civil Enginrring	Silverline Enterprises, Mumba	2.04 Lacs	
292	2022-23	Bagal Akshay Ravindra	Civil Enginrring	Silverline Enterprises, Mumba	2.04 Lacs	
293	2022-23	Bobade Sanket Subhash	Civil Enginrring	Silverline Enterprises, Mumba	2.04 Lacs	
294	2022-23	Dawbhat Darshan Daulat	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
295	2022-23	Dhok Ganesh Dilip	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
296	2022-23	Gaikwad Pratik Pritam	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
297	2022-23	Inamdar Ashiya Mubarak	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
298	2022-23	Itape Ashish Popat	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
299	2022-23	Kamble Shrinivas Narsingrao	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
300	2022-23	Ligade Vaishanavi Vinayak	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
301	2022-23	Lokhande Rutuja Sanjay	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
302	2022-23	Mali Chandrashekhar B.	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
303	2022-23	Maral Neha Vitthal	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
304	2022-23	More Aman Sunil	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
305	2022-23	Navgire Dhiraj Kamlesh	Civil Enginrring	Shel Metal (Mall of Emirates I	9 Lacs	
306	2022-23	Patil Akash Jagdish	Civil Enginrring	Swaraj Constructions, Pune	1.2 Lacs	
307	2022-23	Pimple Amar Ganesh	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
308	2022-23	Pokale Patil Hrushikesh C.	Civil Enginrring	amba Constructions Phaltan,	1.8 Lacs	
309	2022-23	Pujari Basavraj Shilappa	Civil Enginrring	amba Constructions Phaltan,	1.8 Lacs	
310	2022-23	Shetty Devendra Jayant	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
311	2022-23	Shinde Pravin Bajarang	Civil Enginrring	Samarth Engineering Works,	1.8 Lacs	
312	2022-23	Shinde Sayali Dilip	Civil Enginrring	/ Cement Pipes and Products	1.8 Lacs	
313	2022-23	Shinde Yogesh Uttamrao	Civil Enginrring	/ Cement Pipes and Products	1.8 Lacs	

314	2022-23	YOGITA SANJAY PATIL	MBA	The Supreme Industries Ltd	2.40 lakh PA	
315	2022-23	VITTHAL SHAMRAO CHAVHAN	MBA	The Supreme Industries Ltd	2.40 lakh PA	
316	2022-23	WAGH PRATHAMESH APPASO	MBA	BYJU'S	6.20 lakh PA	
317	2022-23	VIVEK GAJANANRAO METKAR	MBA	BYJU'S	6.20 lakh PA	
318	2022-23	YADAV GAURAV MANOHAR	MBA	BYJU'S	6.20 lakh PA	
319	2022-23	RICHA KUMARI	MBA	No Broker.com	6.30 lakh PA	
320	2022-23	Atul Yadav	MBA	Diam Pvt.Ltd	6.00 lakh PA	
321	2022-23	Mulla Shahrukh	MBA	Tata Motors	8.00 Lakh PA	
322	2022-23	Rahul Pandurang Chandanshive	MBA	ATC Telecom Infrastructure	12.00 Lakh PA	
323	2022-23	Shweta Sanjay Yadav	MBA	AESEAL	4.00 Lakh PA	
324	2022-23	Sujay More	MBA	AQM technology	7.00 Lakh PA	
325	2022-23	Harpude Nilesh Appa	MBA	Bajaj Finserv	6.00 Lakh PA	
326	2022-23	Rajvardhan Patil	MBA	TATA Agrico	5.00 Lakh PA	
327	2022-23	Patil Pratish Sanjay	MBA	India Mart	5.00 lakh PA	
328	2022-23	Gaikwad Rushikesh	MBA	Bajaj Finserv	6.00 Lakh PA	
329	2022-23	RUSHIKESH KIRAN MOHITE	MBA	Garware Ropes	5.00 Lakh PA	
330	2022-23	Dnyaneshwar Ramesh Tarade	MBA	PUNE AIRPORT	8.00 Lakh PA	
331	2022-23	YENPURE SAGAR DAMODAR	MBA	Sagar Industries	6.00 Lakh PA	
332	2022-23	Hrshikesh Lahudkar	MBA	Optum Health and Technology	5.00 Lakh PA	
333	2022-23	Aishwarya Kale	MBA	Infosys	4.00 Lakh PA	
334	2022-23	Archana Khopade	MBA	Accuweigh Automation & solution	5.00 Lakh PA	
335	2022-23	Sakshi Kamble	MBA	Allegies	4.00 Lakh PA	
336	2022-23	Atish Dadake	MBA	Mphasis	4.00 Lakh PA	
337	2022-23	Nilesh Najan	MBA	Indusind Bank	4.00 Lakh PA	
338	2022-23	Amruta Talekar	MBA	Rani Plastic Pvt. Ltd	4.00 Lakh PA	
339	2022-23	Mhd Reehan	MBA	Cognizant Pvt. Ltd	5.00 Lakh PA	
340	2022-23	Prakshant Kumar	MBA	Cultfit healthcare fitness	3.00 Lakh PA	
341	2022-23	Monica Jawale	MBA	Jconnect Infotech	6.00 Lakh PA	
342	2022-23	Sachin Sawant	MBA	ABB INDIA Limited	8.00 Lakh PA	
343	2022-23	Shubham Kamble	MBA	Capgemini	8.00 Lakh PA	
344	2022-23	Nikhil Patil	MBA	Sunbeam	4.00 Lakh PA	
345	2022-23	Jayesh Bodare	MBA	Ranjangaon MIDC	4.00 Lakh PA	
346	2022-23	Nandkishor Lakade	MBA	PDCC bank	5.00 Lakh PA	
347	2022-23	Aniket Sharad pisal	MBA	Avinash Cargo (ACPL)	5.00 Lakh PA	
348	2022-23	Shantanu Dnyaneshwar Bhosale	MBA	Merkle sokranti	5.00 Lakh PA	
349	2022-23	Viraj Khot	MBA	Festo India Pvt. Ltd	5.00 Lakh PA	
350	2022-23	Vishal Shrikrushna Sonawane	MBA	Mihin Pvt. Ltd	4.00 Lakh PA	
351	2022-23	Sayali chandrakant more	MBA	Gami Industries	7.00 Lakh PA	
352	2022-23	Vrushabh More	MBA	CIPLA Pvt. Ltd	6.00 Lakh PA	
353	2022-23	Bhushan Vetal	MBA	Sahyadri Farms	5.00 Lakh PA	
354	2022-23	Tushar Sonavane	MBA	My Nature aquatics	5.00 lakh PA	
355	2022-23	Pawan Chavhan	MBA	Airtel	6.00 Lakh PA	
356	2022-23	Komal Shinde	MBA	Garware Fulflex	5.00 Lakh PA	
357	2022-23	Vivek Metkar	MBA	Accenture Pvt. Ltd	8.00 Lakh PA	
358	2022-23	Prathamesh Bhalerao	MBA	TRIA Industries LLP	4.00 Lakh PA	
359	2022-23	Tushar Bombale	MBA	MXB AGRO INPUTS PVT	4.00 Lakh PA	
360	2022-23	Vishal Gawle	MBA	Appletree Pvt. Ltd	3.50 Lakh PA	
361	2022-23	Aarti Rajendra Shitole	MBA	Deccan Nutraceutical Pvt. Ltd	3.00 Lakh PA	
362	2022-23	ANIKET SARJERAO YADAV PA	MBA	India Mart	5.00 lakh PA	
363	2022-23	ANIRUDHA RAJESH NAVALE	MBA	Bajaj Finserv	6.00 Lakh PA	
364	2022-23	ANMOL VINOD YAUL	MBA	Garware Ropes	5.00 Lakh PA	
365	2022-23	ANUJA ANIL JAGTAP	MBA	PUNE AIRPORT	8.00 Lakh PA	
366	2022-23	ARCHANA RAMDAS KHOPADE	MBA	Sagar Industries	6.00 Lakh PA	
367	2022-23	JAGADALE PRASANNA BALAS	MBA	Optum Health and Technology	5.00 Lakh PA	
368	2022-23	JAGTAP ANIKET SUBHASH	MBA	Infosys	4.00 Lakh PA	

369	2022-23	JAGTAP VIJAY MANSING	MBA	Accuweigh Automation & solution	5.00 Lakh PA	
370	2022-23	MANE NISHIGANDHA NANADK	MBA	Allegies	4.00 Lakh PA	
371	2022-23	MANOJ MADAN PAWAR	MBA	Mphasis	4.00 Lakh PA	
372	2022-23	MASKE AKASH MOHAN	MBA	Indusind Bank	4.00 Lakh PA	
373	2022-23	MEGHA ASHOK CHAVAN	MBA	Rani Plastic Pvt. Ltd	4.00 Lakh PA	
374	2022-23	MEHALA ATISH DEVIDAS	MBA	Cognizant Pvt. Ltd	5.00 Lakh PA	
375	2022-23	MOHD REHAN ANSARI	MBA	Cultfit healthcare fitness	3.00 Lakh PA	
376	2022-23	TALEKAR AMRUTA SANJAY	MBA	Bhavani Industries Shirwal	6 Lac	
377	2022-23	TARU KAUSHIK GANESH	MBA	Cotiviti India Pvt Ltd	10.5 Lac	
378	2022-23	TATHE ASHWINI SAYAJI	MBA	Mutha Founders Pvt Ltd Satar	3.15 Lac	
379	2022-23	THOPATE MAYUR MAHENDRA	MBA	Summintomo Chemical India	2.16 Lac	
380	2022-23	THOPATE PRATHAMESH PRAK	MBA	Agrostar	3.24 Lac	
381	2022-23	VAIBHAV VASUDEV PATIL	MBA	Medley Pharmaceutical	5.10 Lac	
382	2022-23	TUSHAR SUBHASH BOMBALE	MBA	Bayer Crop Science Pvt. Ltd	2.18 Lac	
383	2022-23	TUSHAR SANTOSH SONAVANE	MBA	TCS Pune	6 Lac	
384	2022-23	VIJAYA MAHADEV PATIL	MBA	a Electrical and Electronics P	4.5 Lac	
385	2022-23	VISHAL DINESH GAWLE	MBA	HDFC BANK LTD	1.8 lac	
386	2022-23	VISHAL SHRIKRUSHNA SONAV	MBA	Kay Bee Bio organics	3 Lac	
387	2022-23	YENPURE AJINKYA ASHOK	MBA	No Broker.com	6.30 lakh PA	
388	2021-22	Agam Rutuja Jaywant	Computer Engineering	Qspider	3.5	
389	2021-22	Bhagat Ketaki Jagdish	Computer Engineering	Acadmore	2.5	
390	2021-22	Bhairavkar Akash Ashok	Computer Engineering	Qspider	3.5	
391	2021-22	Bhoite Manasi Atul	Computer Engineering	Acadmore	2.5	
392	2021-22	Bhosale Madhuri Balkrishna	Computer Engineering	Technook	2.8	
393	2021-22	Bhosale Pratiksha Rajkumar	Computer Engineering	Technolan	3	
394	2021-22	Bobade Shubham Shivaji	Computer Engineering	Qspider	3.5	
395	2021-22	Chaudhari Dhanashri Shivaji	Computer Engineering	Technolan	3	
396	2021-22	Chavan Aniruddha Chandrashekhar	Computer Engineering	Technook	2.8	
397	2021-22	Chavan Jyotiram Hanumant	Computer Engineering	Acadmore	2.5	
398	2021-22	Chavan Sneha Kishor	Computer Engineering	Qspider	3.5	
399	2021-22	Chinavale Utkarsha Vijay	Computer Engineering	Technook	2.8	
400	2021-22	Chitale Sarika Siddharam	Computer Engineering	Qspider	3.5	
401	2021-22	Choure Harshada Vishwas	Computer Engineering	Technolan	3	
402	2021-22	Dalave Shrinath Madhukar	Computer Engineering	Technook	2.8	
403	2021-22	Dubale Swapnil Arun	Computer Engineering	Qspider	3.5	
404	2021-22	Gaikwad Rukmini Jayhind	Computer Engineering	Qspider	3.5	
405	2021-22	Gole Pooja Bapu	Computer Engineering	Qspider	3.5	
406	2021-22	Gurav Sanket Sunil	Computer Engineering	Qspider	3.5	
407	2021-22	Hole Prasad Suhas	Computer Engineering	Technook	2.8	
408	2021-22	Jadhav Abhishek Prakash	Computer Engineering	Acadmore	2.5	
409	2021-22	Jadhav Snehal Prabhakar	Computer Engineering	Technook	2.8	
410	2021-22	Jagtap Priyanka Ashok	Computer Engineering	Technook	2.8	
411	2021-22	Jagtap Reshma Vitthal	Computer Engineering	Qspider	3.5	
412	2021-22	Jangle Devashish Sunil	Computer Engineering	Technook	2.8	
413	2021-22	Jedhe Amruta Rajendra	Computer Engineering	Qspider	3.5	
414	2021-22	Joshi Ankita Sharad	Computer Engineering	Acadmore	2.5	
415	2021-22	Kadam Pratiksha Nivrutti	Computer Engineering	Qspider	3.5	
416	2021-22	Kawale Kajal Anna	Computer Engineering	Acadmore	2.5	
417	2021-22	Koditkar Sonali Laxman	Computer Engineering	Qspider	3.5	
418	2021-22	Lawande Prajakta Vasant	Computer Engineering	Acadmore	2.5	
419	2021-22	Lohar Surabhi Bajarang	Computer Engineering	Technook	2.8	
420	2021-22	Mathpati Umadevi Sidram	Computer Engineering	Qspider	3.5	
421	2021-22	More Ravina Prakash	Computer Engineering	Qspider	3.5	
422	2021-22	Rajpure Harshada Ramchandra	Computer Engineering	Acadmore	2.5	
423	2021-22	AKSHAY HANUMANT RAUT	E&TC	ontra Technologies Private Lir	2.8 Lakh	
424	2021-22	AROTE PRATIK RAMESHWAR	E&TC	savita Electrical Enterprises	2.8 Lakh	
425	2021-22	CHIKANE RESHMA ROHIDAS	E&TC	CME Electronics Pvt.Ltd	2.8 Lakh	
426	2021-22	KADAM BHAGYASHRI SHRIRA	E&TC	ontra Technologies Private Lir	2.8 Lakh	
427	2021-22	KHAIRE RUTUJA POPAT SAVIT	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
428	2021-22	PANGARE ANKITA SUNIL	E&TC	savita Electrical Enterprises	2.8 Lakh	
429	2021-22	PATNE RUTIKA VIJAY	E&TC	CME Electronics Pvt.Ltd	2.8 Lakh	

430	2021-22	RIYA JALINDER MORE	E&TC	Intra Technologies Private Limited	2.8 Lakh	
431	2021-22	SHINDE PRIYANKA SHEKHAR	E&TC	Savita Electrical Enterprises	2.8 Lakh	
432	2021-22	YEWALE SNEHAL SUDAM	E&TC	Sagar Industry Pvt .Ltd	3.00Lakh	
433	2021-22	Aher Gaurav Ramkrushana	Electrical Engineering	HITACHI	4.7 L	
434	2021-22	Anpat Nikhil Narsing	Electrical Engineering	Kalyani Forge Limited,	2.2L	
435	2021-22	Bandal Jeet Shivaji	Electrical Engineering	Mindtree	3.12L	
436	2021-22	Bandgar Saurabh Prashant	Electrical Engineering	Cummins India Private Limited	2.4 L	
437	2021-22	Bhandge Uttkarsh Vivek	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
438	2021-22	Bhoite Suraj Sanjay	Electrical Engineering	Mindtree	3.12L	
439	2021-22	Dakave Aishwarya Govind	Electrical Engineering	Ant Technology Solutions India	4.01L	
440	2021-22	Dhamale Nilesh Dnyaneshwar	Electrical Engineering	Cummins India Private Limited	2.4 L	
441	2021-22	Dhas Sairaj Siddheshwar	Electrical Engineering	Kraft Powercon India Ltd	3.8L	
442	2021-22	Dhumal Rutuja Mohan	Electrical Engineering	HITACHI	4.7 L	
443	2021-22	Gole Vaibhav Balbhim	Electrical Engineering	Delloite	3.75L	
444	2021-22	Kadav Shrikant Tanaji	Electrical Engineering	Kalyani Forge Limited,	2.2L	
445	2021-22	Kharat Pritej Anandrav	Electrical Engineering	Delloite	3.75L	
446	2021-22	Kurane Shahanaj Bakas	Electrical Engineering	TA Consultancy Services Limited	3.36L	
447	2021-22	Magar Sunil Shankar	Electrical Engineering	TA Consultancy Services Limited	3.36L	
448	2021-22	Mali Omkar Ankush	Electrical Engineering	Kalyani Forge Limited,	2.2L	
449	2021-22	Mandavkar Roshan Rajaram	Electrical Engineering	Kalyani Forge Limited,	2.2L	
450	2021-22	Misal Pratiksha Sharad	Electrical Engineering	Wipro	3.5L	
451	2021-22	Mule Shweta Dattatray	Electrical Engineering	Ant Technology Solutions India	4.01L	
452	2021-22	Nanaware Suraj Mohan	Electrical Engineering	HITACHI	4.7 L	
453	2021-22	Pangare Abhijit Rajaram	Electrical Engineering	Delloite	3.75L	
454	2021-22	Pangare Rohit Dattatray	Electrical Engineering	HITACHI	4.7 L	
455	2021-22	Parbal Saurav Dattatray	Electrical Engineering	Cummins India Private Limited	2.4 L	
456	2021-22	Patole Samadhan Vilas	Electrical Engineering	Cummins India Private Limited	2.4 L	
457	2021-22	Pisal Sujit Satish	Electrical Engineering	Wipro	3.5L	
458	2021-22	Pisal Viraj Vishwas	Electrical Engineering	Kalyani Forge Limited,	2.2L	
459	2021-22	Raut Aishwarya Sampat	Electrical Engineering	Mindtree	3.12L	
460	2021-22	Sarate Vaishnavi Sadashiv	Electrical Engineering	Ant Technology Solutions India	4.01L	
461	2021-22	Saste Sunil Suresh	Electrical Engineering	Kalyani Forge Limited,	2.2L	

462	2021-22	Sawant Akash Jaywant	Electrical Engineering	HITACHI	4.7 L	
463	2021-22	Sharma Deepak Kumar	Electrical Engineering	Wipro	3.5L	
464	2021-22	Shilimkar Bhushan Satish	Electrical Engineering	Cummins India Private Limited	2.4 L	
465	2021-22	Shinde Mangesh Maruti	Electrical Engineering	TA Consultancy Services Limited	3.36L	
466	2021-22	Shinde Sachin Tanaji	Electrical Engineering	HITACHI	4.7 L	
467	2021-22	Shingade Gayatri Laxman	Electrical Engineering	Mindtree	3.12L	
468	2021-22	Shirsate Tejas Vilas	Electrical Engineering	Mindtree	3.12L	
469	2021-22	Survase Shivaji Mahadev	Electrical Engineering	Delloite	3.75L	
470	2021-22	Swami Parvati Dayanand	Electrical Engineering	HITACHI	4.7 L	
471	2021-22	Ubale Kranti Arun	Electrical Engineering	Kalyani Forge Limited,	2.2L	
472	2021-22	Zambare Nilesh Sopan	Electrical Engineering	Cummins India Private Limited	2.4 L	
473	2021-22	AARAMBHI NITIN SUDAM	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
474	2021-22	AGARKAR PRACHIT PAWAN	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
475	2021-22	BABAR NITIN VILAS	Mechanical Engineering	Team Lease	2.70 Lac PA	
476	2021-22	BAGWAN ARBAZ ALIM	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
477	2021-22	BHOSALE YOGESH NARENDRA	Mechanical Engineering	GE Aviation	2.40 Lac PA	
478	2021-22	BOKADE MAHESH ARJUN	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
479	2021-22	BORKAR SAURABH SAMBHAJI	Mechanical Engineering	Shield Pro	2.70 Lac PA	
480	2021-22	CHANDSURE SURAJ SATISH	Mechanical Engineering	Tata Technologies	2.20 Lac PA	
481	2021-22	CHAVAN AKSHAY EKNATH	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
482	2021-22	CHAVAN RAHUL DIPAK	Mechanical Engineering	WOM	2.40 Lac PA	
483	2021-22	CHIMBALKAR PRAJWAL SHEKAR	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
484	2021-22	CHOTHE SWAPNIL RAMCHANDRAN	Mechanical Engineering	WOM	2.70 Lac PA	
485	2021-22	DHANAVE SHUBHAM GORAKH	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
486	2021-22	DHOTRE AKSHAY BALKRISHN	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
487	2021-22	FASALE VAIBHAV SURYAKAN	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
488	2021-22	GADHAVE PRUTHVIRAJ DILIP	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
489	2021-22	GAIKWAD PRADEEP MANIKRAN	Mechanical Engineering	Team Lease	2.70 Lac PA	
490	2021-22	GARUD TEJAS VILAS	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
491	2021-22	GOLE RAJESH PRAKASH	Mechanical Engineering	GE Aviation	2.40 Lac PA	
492	2021-22	GORE DIPAK RAMHARI	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
493	2021-22	INAMKE SANKET RAGHUNATH	Mechanical Engineering	Shield Pro	2.70 Lac PA	
494	2021-22	JADHAV AKSHAY ANANTA	Mechanical Engineering	Tata Technologies	2.20 Lac PA	
495	2021-22	JADHAV SANKET DNYANESH	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
496	2021-22	JAWARE SHUBHAM VIJAY	Mechanical Engineering	WOM	2.40 Lac PA	
497	2021-22	KADAM NAMDEV DNYANOBA	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
498	2021-22	KADAM PRAJWAL RAMESH	Mechanical Engineering	WOM	2.70 Lac PA	
499	2021-22	KAMBLE KIRAN RAMCHANDR	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
500	2021-22	KAMBLE PRAMOD RAJENDRA	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
501	2021-22	KHANDALE CHETAN ANAND	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.8 Lac PA	
502	2021-22	KHESE ARJUN BHANUDAS	Mechanical Engineering	Rawat Brothers	2.70 Lac PA	
503	2021-22	KISHOR BAPU JAMDAD	Mechanical Engineering	Team Lease	2.70 Lac PA	
504	2021-22	KONDE ROHIT AMAR	Mechanical Engineering	Goderaj & Boyce	2.40 Lac PA	
505	2021-22	LAKHIMALE AKSHAY SANTOS	Mechanical Engineering	GE Aviation	3.20Lac PA	
506	2021-22	MALUSARE ANIKET BHAGWAN	Mechanical Engineering	Jayahind Industries Ltd	2.70 Lac PA	
507	2021-22	MORE NILESH MAHENDRA	Mechanical Engineering	Shield Pro	2.20 Lac PA	
508	2021-22	MULE PRANAV KISHOR	Mechanical Engineering	Tata Technologies	2.91 Lac PA	
509	2021-22	MULIK ABHIJIT BHANUDAS	Mechanical Engineering	Dana India Pvt ltd	2.40 Lac PA	
510	2021-22	NANDE SUJIT BALASAHEB	Mechanical Engineering	WOM	3.20Lac PA	
511	2021-22	NIKAM SAURABH SANJEEV	Mechanical Engineering	Tata Technologies	2.70 Lac PA	
512	2021-22	OMBALE SANKET SURESH	Mechanical Engineering	Dana India Pvt ltd	2.20 Lac PA	

513	2021-22	PARDHI DEVENDRA SHARAD	Mechanical Engineering	WOM	2.91 Lac PA	
514	2021-22	Afware Mohammed Nazim	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
515	2021-22	Badak Payal Tanaji	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
516	2021-22	Ballal Shubham Sadashiv	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
517	2021-22	Bandal Kishor Popat	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
518	2021-22	Bansode Rahul Ganesh	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
519	2021-22	Bare Mayur Bhagchand	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
520	2021-22	Bhalekar Pranjali Dayanand	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
521	2021-22	Bhosale Varun Vijay	Civil Engineering	rman Constrcutions, Bhor, Pu	2 Lacs	
522	2021-22	Dhoka Jinesh Sanjay	Civil Engineering	rman Constrcutions, Bhor, Pu	2 Lacs	
523	2021-22	Hendre Shubham Rajendra	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
524	2021-22	Karkar Shubham Vijay	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
525	2021-22	Khaladkar Monika Pandharinath	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
526	2021-22	Kondke Satyam Sadashiv	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
527	2021-22	Mohite Ashish Sandip	Civil Engineering	rman Constrcutions, Bhor, Pu	2 Lacs	
528	2021-22	Mokashi Vaibhav Dada	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
529	2021-22	Mundhe Shweta Kiran	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
530	2021-22	Patil Rahul Janardhan	Civil Engineering	amba Constructions Phaltan,	1.8 Lacs	
531	2021-22	Pawar Kajal Dattatray	Civil Engineering	rman Constrcutions, Bhor, Pu	2 Lacs	
532	2021-22	Raut Shubham Rajendra	Civil Engineering	Altratech Cemet Pvt., Ltd. Pun	5 Lacs	
533	2021-22	Sagavekar Prajakta Anant	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
534	2021-22	Sutar Akshay Shankar	Civil Engineering	rman Constrcutions, Bhor, Pu	1.8 Lacs	
535	2021-22	Veer Sharad Suresh	Civil Engineering	Green Tech Pvt Ltd, Pune	2.4 Lacs	
536	2021-22	Shaikh Ashif Mahmdasab	Civil Engineering	Redco International, Qatar	10 Lacs	
537	2021-22	KOMAL POKHARKAR	MBA	Qual Squad Info Tech Pvt. Ltd.	1.60 Lac	
538	2021-22	PISOTE AJIT	MBA	Tuljai HR Service Pvt Ltd	6 Lac	
539	2021-22	PAWAR SHREYAS	MBA	Caption Outdoor Advertising LLP	5 Lac	
540	2021-22	CHAVAN PRATIK	MBA	No Broker	3.50 Lac	
541	2021-22	SHELKE AMIT	MBA	Future Generali	3.40 Lac	
542	2021-22	PANDE ANIKET	MBA	Integrated Resource Staffing pvt ltd	3.24 Lac	
543	2021-22	KAILAS VILAS JAGDALE	MBA	Yes Bank	5.10 Lac	
544	2021-22	JADHAV AKSHAY RAVINDRA	MBA	Bayer Crop Science Pvt. Ltd	2.18 Lac	
545	2021-22	CHAVAN VISHAL ANIL	MBA	Bajaj Finserv	6 Lac	
546	2021-22	SHIVANJALI VITTHAL CHIKAN	MBA	Garware Ropes	4.5 Lac	
547	2021-22	ROHIT POPAT CHOPADE	MBA	PUNE AIRPORT	1.8 lac	
548	2021-22	PUJA SHAMRAO DAKHANE	MBA	Sagar Industries	3 Lac	
549	2021-22	KAMBLE GAURAV	MBA	Optum Health and Technology	3.8 Lac	
550	2021-22	TAYADE SACHIN	MBA	Infosys	6 lac	
551	2021-22	AKSHAY SHIVAJI WAGHMODE	MBA	Accuweigh Automation & solution	12 Lac PA	
552	2021-22	MAYURESH SUNIL GODASE	MBA	Allegies	4.40 lac PA	
553	2021-22	SALUNKE ARATI DATTATRAY	MBA	Mphasis	5.50 Lac PA	
554	2021-22	PATIL SHWETALI RAJKUMAR	MBA	Indusind Bank	7.77 Lac PA	
555	2021-22	KADAM TEJAS	MBA	Merkle sokranti	2.50 Lac PA	
556	2021-22	ANITA VITTHAL KAKADE	MBA	Festo India Pvt. Ltd	2.8 Lac PA	
557	2021-22	DALVI NAVNATH	MBA	Mihin Pvt. Ltd	2.70 Lac PA	
558	2021-22	KUNAL DIPAK	MBA	Gami Industries	2.70 Lac PA	
559	2021-22	PRIYA VIKAS GOSAVI	MBA	ABB INDIA Limited	2.40 Lac PA	
560	2020-21	Akash Hanumant Salunke	Computer Engineering	Q Spider	2.5	
561	2020-21	Akshad Kakade	Computer Engineering	Wipro	3.5L	
562	2020-21	Akshay Pawar	Computer Engineering	Wipro	3.5L	
563	2020-21	Bhagyashri Choudhari	Computer Engineering	Wipro	3.5L	
564	2020-21	Devshish Jangale	Computer Engineering	TCS	3.36L	
565	2020-21	Gautami Anil Gayakwad	Computer Engineering	Q Spider	2.5	
566	2020-21	Harshali kanase	Computer Engineering	Cognizent	4L	

567	2020-21	Jyotiram Chavan	Computer Engineering	Cognizent	4L	
568	2020-21	Mayuri	Computer Engineering	Cognizent	4L	
569	2020-21	Nikita Prakashjapade	Computer Engineering	Q Spider	2.5	
570	2020-21	Nilam vasant khaladkar	Computer Engineering	Q Spider	2.5	
571	2020-21	payal manoj patil	Computer Engineering	Q Spider	2.5	
572	2020-21	Piyusha Margaje	Computer Engineering	Cognizent	4L	
573	2020-21	Pooja Yadav	Computer Engineering	Cognizent	4L	
574	2020-21	Prajakta Rajendra Jagtap	Computer Engineering	Cognizent	4L	
575	2020-21	Pranita Jagdale	Computer Engineering	Wipro	3.5L	
576	2020-21	Pratiksha Shivaji Saste	Computer Engineering	TCS	3.36L	
577	2020-21	Pratiksha Saste	Computer Engineering	Cognizent	4L	
578	2020-21	Snehal Ingawale	Computer Engineering	TCS	3.36L	
579	2020-21	Sonali Waikar	Computer Engineering	TCS	3.36L	
580	2020-21	Supriya Phadtare	Computer Engineering	Wipro	3.5L	
581	2020-21	Swapnil Dubale	Computer Engineering	TCS	3.36L	
582	2020-21	Vaibhav Shyam Kapadane	Computer Engineering	Cognizent	4L	
583	2020-21	Vishal Salave	Computer Engineering	Wipro	3.5L	
584	2020-21	DHUMAL TEJAL SHANKAR	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
585	2020-21	HAGAWANE KAJAL ANANDA	E&TC	In Yantra Pvt.Ltd	3.00 Lakh	
586	2020-21	JARAG VAISHALI CHANDRAKA	E&TC	Pari Pvt Ltd	4 Lakh	
587	2020-21	KOLAMKAR RAKSHA RAMESH	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
588	2020-21	KOLEKAR MONIKA APPA	E&TC	In Yantra Pvt.Ltd	3.00 Lakh	
589	2020-21	MANDHARE PRATIK SATISH	E&TC	VCB Electronics Pvt.Ltd	3.2 Lakh	
590	2020-21	PHARANDE HARSHADA SUDH	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
591	2020-21	ZENDE RUTUJA SHAHAJI	E&TC	VCB Electronics Pvt.Ltd	3.2 Lakh	
592	2020-21	ZINJE BALIKA SHAHAJI ZINJE	E&TC	In Yantra Pvt.Ltd	3.00 Lakh	
593	2020-21	Bagal Rahul Gurucharan	Electrical Engineering	Cummins India Private Limited	2.4 L	
594	2020-21	Bhore Mahadev Anil	Electrical Engineering	HITACHI	4.7 L	
595	2020-21	Biradar Mohini Atamaram	Electrical Engineering	Kalyani Forge Limited,	2.2L	
596	2020-21	Bodke Mangesh Dattatray	Electrical Engineering	Cummins India Private Limited	2.4 L	
597	2020-21	Darade Nishant Pandurang	Electrical Engineering	Cummins India Private Limited	2.4 L	
598	2020-21	Dhanawade Darshan Sanjay	Electrical Engineering	Kalyani Forge Limited,	2.2L	
599	2020-21	Gadhawe Utkash Rajendra	Electrical Engineering	HITACHI	4.7 L	
600	2020-21	Gurav Dipak Vasant	Electrical Engineering	Cummins India Private Limited	2.4 L	
601	2020-21	Jadhav Saurabh Satish	Electrical Engineering	Wipro	3.5L	
602	2020-21	Jagtap Krutika Rajendra	Electrical Engineering	TA Consultancy Services Limited	3.36L	
603	2020-21	Jagtap Tejas Balasaheb	Electrical Engineering	Cummins India Private Limited	2.4 L	
604	2020-21	Kamble Rakhi Yashvant	Electrical Engineering	Mindtree	3.12L	
605	2020-21	Kharade Pooja Shankar	Electrical Engineering	Mindtree	3.12L	
606	2020-21	Kulkarni Prasanna Ashok	Electrical Engineering	Delloite	3.75L	
607	2020-21	Liman Vishal Ravindra	Electrical Engineering	Kalyani Forge Limited,	2.2L	
608	2020-21	Mahangade Nilesh Sopan	Electrical Engineering	Wipro	3.5L	
609	2020-21	Nagargoje Harshada Ramchandra	Electrical Engineering	Kalyani Forge Limited,	2.2L	
610	2020-21	Ner Sarang Mahendra	Electrical Engineering	Ant Technology Solutions India	3.12L	

611	2020-21	Panchal Vajjinath Ashok	Electrical Engineering	Kalyani Forge Limited,	2.2L	
612	2020-21	Patil Amruta Sunil	Electrical Engineering	Wipro	3.5L	
613	2020-21	Patil Dhanraj Kashinath	Electrical Engineering	Kalyani Forge Limited,	2.2L	
614	2020-21	Patond Tejashwi Ashok	Electrical Engineering	Kalyani Forge Limited,	2.2L	
615	2020-21	Pawar Sonali Pradip	Electrical Engineering	nt Technology Solutions India	3.12L	
616	2020-21	Pore Omkar Chandrakant	Electrical Engineering	HITACHI	4.7 L	
617	2020-21	Raut Ketan Dilip	Electrical Engineering	Wipro	3.5L	
618	2020-21	Salunkhe Swapnil Bapuso	Electrical Engineering	nt Technology Solutions India	3.12L	
619	2020-21	Sanas Dipali Fakkad	Electrical Engineering	Delloite	3.75L	
620	2020-21	Shaikh Altaf Yusuf	Electrical Engineering	TA Consultancy Services Lim	3.36L	
621	2020-21	Shelhe Daulat Nanaso	Electrical Engineering	HITACHI	4.7 L	
622	2020-21	Shelke Mangesh Ram	Electrical Engineering	Wipro	3.5L	
623	2020-21	Shilimkar Sonal Uday	Electrical Engineering	HITACHI	4.7 L	
624	2020-21	Shinde Pratik Pravin	Electrical Engineering	Delloite	3.75L	
625	2020-21	Shinde Shubham Rajendra	Electrical Engineering	Wipro	3.5L	
626	2020-21	Vanave Ganesh Uddhav	Electrical Engineering	HITACHI	4.7 L	
627	2020-21	Walhekar Shubham Anil	Electrical Engineering	TA Consultancy Services Lim	3.36L	
628	2020-21	Yadav Arvind Devidas	Electrical Engineering	Delloite	3.75L	
629	2020-21	Yadav Priyanka Dattatray	Electrical Engineering	nt Technology Solutions India	3.12L	
630	2020-21	ANDHARE SHUBHAM SHIVAJI	Mechanical Engineerin	Tata Technologies	2.50 Lac PA	
631	2020-21	ANKUR PRAKASH GAIKWAD	Mechanical Engineerin	Cummins India Ltd.	2.8 Lac PA	
632	2020-21	ANSARI MOHD RIZWAN MOHD	Mechanical Engineerin	Cummins India Ltd.	2.70 Lac PA	
633	2020-21	ARANYE SUMIT RAJU	Mechanical Engineerin	Goderaj & Boyce	2.70 Lac PA	
634	2020-21	ARDE GANESH ANIL	Mechanical Engineerin	GE Aviation	2.40 Lac PA	
635	2020-21	BABAR PARIKSHIT RAJENDRA	Mechanical Engineerin	Jayahind Industries Ltd	3.20Lac PA	
636	2020-21	BHARTI VISHAL SHRIDHAR	Mechanical Engineerin	Cummins India Ltd.	2.70 Lac PA	
637	2020-21	BHOR PANDURANG ARUN	Mechanical Engineerin	Tata Technologies	2.20 Lac PA	
638	2020-21	BHOSALE JAYDEEP SAMPATR	Mechanical Engineerin	Dana India Pvt ltd	2.91 Lac PA	
639	2020-21	BUDGUDE SURAJ VIJAY	Mechanical Engineerin	WOM	2.40 Lac PA	
640	2020-21	CHAVAN AMIT DILIP	Mechanical Engineerin	Cummins India Ltd.	3.20Lac PA	
641	2020-21	DADAS ANNA PANDURANG	Mechanical Engineerin	WOM	2.70 Lac PA	
642	2020-21	DAIVADNYA MYURESH MADH	Mechanical Engineerin	Cummins India Ltd.	2.20 Lac PA	
643	2020-21	RAJSHREE VILAS SHIROLE	Mechanical Engineerin	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
644	2020-21	DANAVE SANDIP MARUTI	Mechanical Engineerin	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
645	2020-21	DESHPANDE RUSHIKESH HAN	Mechanical Engineerin	Rawat Brothers	2.8 Lac PA	
646	2020-21	DHAMAL AKSHAY SUNIL	Mechanical Engineerin	Team Lease	2.70 Lac PA	
647	2020-21	DHOLE AKASH APPASO	Mechanical Engineerin	Goderaj & Boyce	2.70 Lac PA	
648	2020-21	DHONDE SAGAR PARBATI	Mechanical Engineerin	GE Aviation	2.40 Lac PA	
649	2020-21	GADHAVE NINAD SUDHAKAR	Mechanical Engineerin	Jayahind Industries Ltd	3.20Lac PA	
650	2020-21	GARUD OMKAR SAMBHAJI	Mechanical Engineerin	Shield Pro	2.70 Lac PA	
651	2020-21	GHUGE AVINASH SHIVAJI	Mechanical Engineerin	Tata Technologies	2.20 Lac PA	
652	2020-21	GOLE AJAY SHASHIKANT	Mechanical Engineerin	Dana India Pvt ltd	2.91 Lac PA	

653	2020-21	GOVARDHAN SUDARSHAN SHRIDHAR	Mechanical Engineering	WOM	2.40 Lac PA	
654	2020-21	MANESH KHASHABA LOKARE	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
655	2020-21	MARATHE OMKAR SHAMRAV	Mechanical Engineering	WOM	2.70 Lac PA	
656	2020-21	MERUKAR VAIBHAV DEVIDAS	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
657	2020-21	MHASKAR VISHAL DASHRATH	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
658	2020-21	MOHITE RAVINDRA SAMPATRAO	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.8 Lac PA	
659	2020-21	MOKASHI SHUBHAM SHASHIKANT	Mechanical Engineering	Cummins India Ltd.	2.70 Lac PA	
660	2020-21	MUDHALE SAGAR DAMODHAR	Mechanical Engineering	Team Lease	2.70 Lac PA	
661	2020-21	Gole Akshay Arvind	Civil Engineering	rman Constructions, Bhor, Pu	1.8 Lacs	
662	2020-21	Koli Hanumant Sanjay	Civil Engineering	amba Constructions Phaltan, S	1.8 Lacs	
663	2020-21	Kunjir Sunny Raju	Civil Engineering	rman Constructions, Bhor, Pu	1.8 Lacs	
664	2020-21	Mayur Chavan	Civil Engineering	Swaraj Constructions, Pune	1.2 Lacs	
665	2020-21	Pathan Sameer	Civil Engineering	rman Constructions, Bhor, Pu	1.8 Lacs	
666	2020-21	Patil Abhijit	Civil Engineering	Swaraj Constructions, Pune	1.2 Lacs	
667	2020-21	Rachakar Yogiraj Shivaji	Civil Engineering	amba Constructions Phaltan, S	1.8 Lacs	
668	2020-21	Rushiraj Khedekar	Civil Engineering	amba Constructions Phaltan, S	1.8 Lacs	
669	2020-21	Sandav Parag Arjun	Civil Engineering	rman Constructions, Bhor, Pu	1.8 Lacs	
670	2020-21	Sonwane Prashant Ananda	Civil Engineering	Swaraj Constructions, Pune	1.2 Lacs	
671	2020-21	Tukral Tejas Madhukar	Civil Engineering	Nirmiti Developers, Mumbai	2.4 Lacs	
672	2020-21	Shubham Neminath Kante	MBA	Just Dial	2.00 Lac	
673	2020-21	Pranavsing Rajput	MBA	o India Sourcing & Operation	15 Lac	
674	2020-21	Amit Shamrav Kumbhar	MBA	Future Generali	3.00 Lac	
675	2020-21	Prasad Rajendra Phalke	MBA	NO Broker	2.80 Lac	
676	2020-21	Mahesh Devidas Patil	MBA	Agrostar	3.24 Lac	
677	2020-21	Rahul A Tiwari	MBA	Medley Pharmaceutical	5.10 Lac	
678	2020-21	Avinash Nanasaheb Lad	MBA	Bayer Crop Science Pvt. Ltd	2.18 Lac	
679	2020-21	Rupesh Uchit	MBA	TCS Pune	6 Lac	
680	2020-21	Amit Dattatray Jadhav	MBA	a Electrical and Electronics P	4.5 Lac	
681	2020-21	Mayur Sharad Barge	MBA	HDFC BANK LTD	1.8 lac	
682	2020-21	Harshad Mukund Kulkarni	MBA	Kay Bee Bio organics	3 Lac	
683	2020-21	Prashant Dattatray Ramgude	MBA	Lijin Global India Shirwal	3.8 Lac	
684	2020-21	Armaan Aslam Pharas	MBA	aramount Engineering Compai	6 lac	
685	2020-21	BHALERAO NEHA GANESH	MBA	Whirl pool	12 Lac PA	
686	2020-21	GHOLAP NEHA MUKUND	MBA	BIOSTADT	4.40 lac PA	
687	2020-21	AVINASH GAWALI	MBA	Way food	5.50 Lac PA	
688	2020-21	PRATIKSHA RAUT	MBA	Duphalac	7.77 Lac PA	
689	2020-21	SACHIN LOKARE	MBA	Yes Bank	2.50 Lac PA	
690	2020-21	NAVNATH ZANKAR	MBA	Tuljai HR Service Pvt Ltd	2.8 Lac PA	
691	2020-21	KESKAR DIPTI	MBA	Integrated Resource Staffing pvt ltd	2.70 Lac PA	
692	2020-21	VEER PRERNA	MBA	Yes Bank	2.70 Lac PA	
693	2020-21	AKSHAY PAWAL	MBA	Relaince Retail	2.40 Lac PA	
694	2020-21	ROSHAN RATHOD	MBA	Integrated Resource Staffing pvt ltd	3.20Lac PA	
695	2020-21	SHUBHAM KHANDARE	MBA	Yes Bank	2.70 Lac PA	
696	2020-21	HRUTUJA GAIKWAD	MBA	Tuljai HR Service Pvt Ltd	2.20 Lac PA	
697	2020-21	VIKRAM PAWAR	MBA	Manpower Group India Pvt Ltd	2.91 Lac PA	
698	2020-21	RUPALI BANDAL	MBA	Reliance Retail	2.40 Lac PA	
699	2020-21	NEHA DHAMAL	MBA	No Broker.com	3.20 lakh PA	
700	2020-21	SHUBHAM YADAV	MBA	JSDK & Associate	3.12 Lac PA	
701	2020-21	GAURI KHOPDE	MBA	No Broker.com	2.40 lakh PA	
702	2020-21	MAYUR BARGE	MBA	Just Dial	1.80 Lac PA	

703	2020-21	MORESHWAR RATHOD	MBA	Accuweigh Automation & solution	5.00 Lakh PA	
704	2020-21	RUCHITA PORE	MBA	Allegies	4.00 Lakh PA	
705	2020-21	PRAMOD NALE	MBA	Mphasis	4.00 Lakh PA	
706	2020-21	POOJA ATOLE	MBA	Indusind Bank	4.00 Lakh PA	
707	2020-21	RANJIT JOSHI	MBA	ABB INDIA Limited	8.00 Lakh PA	
708	2020-21	OMKAR KEREKAR	MBA	Reliance Retail	2.40 Lac PA	
709	2020-21	PRIYANKA DHAYGUDE	MBA	No Broker.com	3.20 lakh PA	
710	2019-20	Avaghade Pornima Vishnu	Computer Engineering	Infosys	2.5	
711	2019-20	Bagal Vivek Vijay	Computer Engineering	TCS	2.8	
712	2019-20	Bathe Yogita Sudhir	Computer Engineering	TECHNOOK	2.3	
713	2019-20	Bhosale Swapnali Anil	Computer Engineering	ACADMORE	3.2	
714	2019-20	Gaikwad Arpana Sanjay	Computer Engineering	ACADMORE	3.2	
715	2019-20	Gayakwad Gautami Anil	Computer Engineering	TCS	2.8	
716	2019-20	Gorad Saima Dhanaji	Computer Engineering	TCS	2.8	
717	2019-20	Ingawale Snehal Popat	Computer Engineering	TECHNOOK	2.3	
718	2019-20	Jadhav Sneha Sanjeev	Computer Engineering	ACADMORE	3.2	
719	2019-20	Jagtap Minal Suresh	Computer Engineering	ACADMORE	3.2	
720	2019-20	Jagtap Prajakta Rajendra	Computer Engineering	BYJUSE	4.5	
721	2019-20	Japade Nikita Prakash	Computer Engineering	Infosys	2.5	
722	2019-20	Kanase Harshali Suresh	Computer Engineering	TECHNOOK	2.3	
723	2019-20	Khaladkar Nilam Vasat	Computer Engineering	TCS	2.8	
724	2019-20	Khutwad Sanyukta Dilip	Computer Engineering	ACADMORE	3.2	
725	2019-20	Kumbharkar Anuja Shankar	Computer Engineering	Infosys	2.5	
726	2019-20	Mane Rutuja Chandrakant	Computer Engineering	BYJUSE	4.5	
727	2019-20	Matsagar Shital Sudhakar	Computer Engineering	ACADMORE	3.2	
728	2019-20	More Shweta Dipak	Computer Engineering	BYJUSE	4.5	
729	2019-20	Nair Sabareesh	Computer Engineering	BYJUSE	4.5	
730	2019-20	Pawar Akshay Ramesh	Computer Engineering	Infosys	2.5	
731	2019-20	Pawar Priti Suresh	Computer Engineering	TCS	2.8	
732	2019-20	Salunke Akash Hanumant	Computer Engineering	TCS	2.8	
733	2019-20	Saste Pratiksha Shivaji	Computer Engineering	Infosys	2.5	
734	2019-20	Sirasatte Pratibha Angad	Computer Engineering	TCS	2.8	
735	2019-20	Yadav Shvetali Pradip	Computer Engineering	Infosys	2.5	
736	2019-20	Dhaygude Nutan Anandrao	E&TC	VCB Electronics Pvt.Ltd	3.4 Lakh	
737	2019-20	Gurav Deepali Namdev	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
738	2019-20	Jadhav Trupti Dilip	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
739	2019-20	Jadhav Vaishali Pandurang	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
740	2019-20	Maral Shweta Ankush	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
741	2019-20	More Mohini Karbhari	E&TC	VCB Electronics Pvt.Ltd	3.4 Lakh	
742	2019-20	Patwekar Aayasha Liyakat	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
743	2019-20	Pawar Ishwar Ashok	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
744	2019-20	Pisal Maheshwari Krishna	E&TC	CME Electronics Pvt.Ltd	2.4 Lakh	
745	2019-20	Shinde Priyanka D.	E&TC	savita Electrical Enterprises	2.8 Lakh	
746	2019-20	Deshpande Parimal P.	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
747	2019-20	Gaikwad Tejashri Anil	E&TC	savita Electrical Enterprises	2.8 Lakh	
748	2019-20	Jadhav Swapnil Shankar	E&TC	sagar Industry Pvt .Ltd	3.00Lakh	
749	2019-20	AJIT BALU KACHARE	Electrical Engineering	ogy Solutions India Private Lin	4.01L	
750	2019-20	BAGAL ANIKET PRAKASH	Electrical Engineering	Kalyani Forge Limited,	2.2L	
751	2019-20	BHANGE SHUBHANGI PRABHAKAR	Electrical Engineering	Wipro	3.5L	
752	2019-20	BHAPKAR SNEHA PRAKASH	Electrical Engineering	Mindtree	3.12L	
753	2019-20	BHOSALE SHRADDHA SHAHAJI	Electrical Engineering	Kalyani Forge Limited,	2.2L	
754	2019-20	CHALAK BABURAO HARIBHAU	Electrical Engineering	Mindtree	3.12L	
755	2019-20	DESHMANE KOMAL SOMNATH	Electrical Engineering	Kalyani Forge Limited,	2.2L	

756	2019-20	DHUMAL SWAPNIL SANJAY	Electrical Engineering	gy Solutions India Private Lim	4.01L	
757	2019-20	DHUME SAYALI NATHA	Electrical Engineering	Mindtree	3.12L	
758	2019-20	DIMBLE AMOL RAGHUNATH	Electrical Engineering	Wipro	3.5L	
759	2019-20	GHADGE AMIT RAVINDRA	Electrical Engineering	gy Solutions India Private Lim	4.01L	
760	2019-20	JADHAV ROHAN POPAT	Electrical Engineering	Kalyani Forge Limited,	2.2L	
761	2019-20	JADHAV SONALI NARAYAN	Electrical Engineering	gy Solutions India Private Lim	4.01L	
762	2019-20	JANGAM VAISHNAVI VIJAY	Electrical Engineering	Mindtree	3.12L	
763	2019-20	KAKADE AKSHADA RAJENDRA	Electrical Engineering	HITACHI	4.7 L	
764	2019-20	KAMATH SANJEEV NARASINHA	Electrical Engineering	Wipro	3.5L	
765	2019-20	KAMBLE ASHWIN JITENDRA	Electrical Engineering	Cummins India Private Limited	2.4 L	
766	2019-20	KAZI ROZINA LIYAKAT	Electrical Engineering	Kalyani Forge Limited,	2.2L	
767	2019-20	KHANDALE PRANALI ROHIDAS	Electrical Engineering	Mindtree	3.12L	
768	2019-20	KHOCHARE GANESH NIVAS	Electrical Engineering	Kalyani Forge Limited,	2.2L	
769	2019-20	LOKARE ANIKET BALAJI	Electrical Engineering	HITACHI	4.7 L	
770	2019-20	MOHITE DINESH ASHOK	Electrical Engineering	Mindtree	3.12L	
771	2019-20	PANGUL VILAS VITTHAL	Electrical Engineering	Cummins India Private Limited	2.4 L	
772	2019-20	PATIL GIREESH GOVINDA	Electrical Engineering	gy Solutions India Private Lim	4.01L	
773	2019-20	SHEDGE SNEHAL LAXMAN	Electrical Engineering	Mindtree	3.12L	
774	2019-20	SHIKALGAR SAHIL RAJKUMAR	Electrical Engineering	Wipro	3.5L	
775	2019-20	SHINDE PRIYANKA BABAN	Electrical Engineering	gy Solutions India Private Lim	4.01L	
776	2019-20	SHINDE PRIYANKA DILIP	Electrical Engineering	Wipro	3.5L	
777	2019-20	SONDAWALE PRANIT MADHUKAR	Electrical Engineering	Kalyani Forge Limited,	2.2L	
778	2019-20	SURYAWANSHI BHARATI PANDITRAO	Electrical Engineering	Mindtree	3.12L	
779	2019-20	TAIKAR VYANKATESHWAR PRABHU	Electrical Engineering	gy Solutions India Private Lim	4.01L	
780	2019-20	ANARSE GANESH SANJAY	Mechanical Engineerin	Tata Technologies	2.50 Lac PA	
781	2019-20	BARKADE PRATIK RAMESH	Mechanical Engineerin	Cummins India Ltd.	2.8 Lac PA	
782	2019-20	BHOSALE RUTUJA SANJAY	Mechanical Engineerin	Cummins India Ltd.	2.70 Lac PA	
783	2019-20	BHOYAR ROHIT PANDITRAO	Mechanical Engineerin	Goderaj & Boyce	2.70 Lac PA	
784	2019-20	BHURUK DINESH ULHAS	Mechanical Engineerin	GE Aviation	2.40 Lac PA	
785	2019-20	CHAUDHARI SHUBHAM SHIVA	Mechanical Engineerin	Jayahind Industries Ltd	3.20Lac PA	
786	2019-20	DAKAVE ABHIJIT ASHOK	Mechanical Engineerin	Cummins India Ltd.	2.70 Lac PA	
787	2019-20	DALVI PRANAV BHARAT	Mechanical Engineerin	Tata Technologies	2.20 Lac PA	
788	2019-20	DAREKAR MAHESH DASHARA	Mechanical Engineerin	Dana India Pvt ltd	2.91 Lac PA	
789	2019-20	DESAI YOGESH BALASO	Mechanical Engineerin	WOM	2.40 Lac PA	
790	2019-20	DESHMUKH SHRIKANT SUNIL	Mechanical Engineerin	Cummins India Ltd.	3.20Lac PA	
791	2019-20	GADHAVE DESHMUKH SHANTI	Mechanical Engineerin	WOM	2.70 Lac PA	
792	2019-20	GAIKWAD GAURAV SATISH	Mechanical Engineerin	Cummins India Ltd.	2.20 Lac PA	

793	2019-20	GAWANDE KAPIL GAJANAN	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
794	2019-20	GHADAGE ANIKET RAVINDRA	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.50 Lac PA	
795	2019-20	GHOGARE KSHITIJ NANDKISHOR	Mechanical Engineering	Rawat Brothers	2.8 Lac PA	
796	2019-20	GHORPADE GANESH BALKRUSHNA	Mechanical Engineering	Team Lease	2.70 Lac PA	
797	2019-20	GUPTA DIPAK ASHOK	Mechanical Engineering	Goderaj & Boyce	2.70 Lac PA	
798	2019-20	HALNOR SAGAR BHAGWAT	Mechanical Engineering	GE Aviation	2.40 Lac PA	
799	2019-20	HUNASHYAL VINAYAK NAGAR	Mechanical Engineering	Jayahind Industries Ltd	3.20Lac PA	
800	2019-20	INAMDAR SADIK ALTAF	Mechanical Engineering	Shield Pro	2.70 Lac PA	
801	2019-20	INGULKAR AKSHAY PANDURANG	Mechanical Engineering	Tata Technologies	2.20 Lac PA	
802	2019-20	MOKASHI LAIK INAYTULLA	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
803	2019-20	MULLA M RIYAJODDIN MASIY	Mechanical Engineering	WOM	2.40 Lac PA	
804	2019-20	NIKAM HARISH DILIP	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
805	2019-20	OMBLE ROHAN SOPAN	Mechanical Engineering	WOM	2.70 Lac PA	
806	2019-20	OVANDAKAR ASHISH PANDURANG	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
807	2019-20	PAGDHARE PRAJYOT KISHOR	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
808	2019-20	PANSARE AKSHAY MARUTI	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.8 Lac PA	
809	2019-20	PATIL ABHIJEET VISHWAMBHAR	Mechanical Engineering	Cummins India Ltd.	2.70 Lac PA	
810	2019-20	PATIL ABHISHEK VISHWAMBHAR	Mechanical Engineering	Team Lease	2.70 Lac PA	
811	2019-20	PATIL ROHIT RAMCHANDRA	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
812	2019-20	PAWAR ATUL VIKAS	Mechanical Engineering	WOM	2.40 Lac PA	
813	2019-20	PAWAR RAJESH NANDKUMAR	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
814	2019-20	PHATE SHUBHAM LAXMAN	Mechanical Engineering	WOM	2.70 Lac PA	
815	2019-20	PISE RUTUJ ASHISH	Mechanical Engineering	Accusion Engineering	2.20 Lac PA	
816	2019-20	RATHOD DILIP DEVIDAS	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.91 Lac PA	
817	2019-20	RATHOD DINESH RAMESH	Mechanical Engineering	INUMERO NIRMAN Pvt. L	2.8 Lac PA	
818	2019-20	SANAS AKSHAY MOHAN	Mechanical Engineering	Cummins India Ltd.	2.70 Lac PA	
819	2019-20	SAWANT KETAN RAVINDRA	Mechanical Engineering	Team Lease	2.70 Lac PA	
820	2019-20	SAYALI VITHAL PATIL	Mechanical Engineering	Dana India Pvt ltd	2.91 Lac PA	
821	2019-20	SHAIKH AKIB LIYAKAT	Mechanical Engineering	WOM	2.40 Lac PA	
822	2019-20	SHAIKH LAZIM YUNUS	Mechanical Engineering	Cummins India Ltd.	3.20Lac PA	
823	2019-20	SHEIKH MOHSIN SHEIKH MUBIN	Mechanical Engineering	WOM	2.70 Lac PA	
824	2019-20	Bhagat Gauri Babu	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
825	2019-20	Bhosale Suraj	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
826	2019-20	Bodake Tushar Mahesh	Civil Engineering	Cement Pipes and Products	1.8 Lacs	
827	2019-20	Dhumal Aniket Sampat	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
828	2019-20	Dhumal Nirav Vijaykumar	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
829	2019-20	Ghumre Bhaurao Atmarao	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
830	2019-20	Gogwale Rajesh Namdev	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
831	2019-20	Jagtap Ajinkya Ravindra	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
832	2019-20	Jiddimani Ravikiran Chandrakant	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
833	2019-20	Kale Nilesh Nandu	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
834	2019-20	Karande Akshay Mohan	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
835	2019-20	Kenjale Anuj Kisan	Civil Engineering	Samman Constructions, Bhor, Pu	1.8 Lacs	
836	2019-20	Khatape Akash Prabhakar	Civil Engineering	Swaraj Constructions, Pune	1.2 Lacs	
837	2019-20	Khopade Nikita Suryakant	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
838	2019-20	Konde Vickey	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
839	2019-20	Maral Aniket	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
840	2019-20	Mutthe Kishor Raghunath	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
841	2019-20	Nalawade Suyash Uttam	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
842	2019-20	Patil Pratik Mahesh	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
843	2019-20	Pawar Aaditi	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
844	2019-20	Rathod Onkar	Civil Engineering	Sqaure Yards, Baner, Pune	3 Lacs	
845	2019-20	Roman Shivraj Balasaheb	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
846	2019-20	Shete Shweta	Civil Engineering	Sarg Consultancy Pvt. Ltd. Pu	2 Lacs	
847	2019-20	Shinde Suraj Shankar	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
848	2019-20	Shivatare Amol Ashok	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
849	2019-20	Valkunde Ajay Bharat	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
850	2019-20	Yadav Bhushan Rajendra	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
851	2019-20	Yadav Mahesh	Civil Engineering	Samamba Constructions Phaltan,	1.8 Lacs	
852	2019-20	BANDALKAR LAXMAN BABAJI	MBA	Tuljai HR Service Pvt Ltd	2.7 Lac PA	
853	2019-20	BANSODE AJIT MANOHAR	MBA	No Broker	3.40 Lac PA	
854	2019-20	BHOSALE NIKITA BALASO	MBA	No Broker	3.40 Lac PA	

855	2019-20	BHOSALE SMRUTI SURESH	MBA	No Broker	3.40 Lac PA	
856	2019-20	BHOSALE SOMANATH SHIVAJI	MBA	Integrated Resource Staffing pvt ltd	3.20Lac PA	
857	2019-20	BOMDYAL RUSHIKESH JAGDIS	MBA	Yes Bank	2.70 Lac PA	
858	2019-20	CHAVAN DARSHANA DATTAT	MBA	Tuljai HR Service Pvt Ltd	2.20 Lac PA	
859	2019-20	CHAVAN RAKHI MOHAN	MBA	Manpower Group India Pvt Ltd	2.91 Lac PA	
860	2019-20	CHAVAN SUJIT CHATURBHUI	MBA	Reliance Retail	2.40 Lac PA	
861	2019-20	CHOUDHARI ABHISHEK SURY	MBA	No Broker.com	3.20 lakh PA	
862	2019-20	DABHADE RUSHIKESH ANIL	MBA	JSDK & Associate	3.12 Lac PA	
863	2019-20	DAGADE AKSHATA HEMANT	MBA	No Broker.com	2.40 lakh PA	
864	2019-20	DHANE YOGESH ASHOK	MBA	Just Dial	1.80 Lac PA	
865	2019-20	DHORE MAYURI ASHOK	MBA	Whirl pool	12 Lac PA	
866	2019-20	DOIPHODE PRAMOD MOHAN	MBA	BIOSTADT	4.40 lac PA	
867	2019-20	ETAM SHIVPRASAD VASANT	MBA	Way food	5.50 Lac PA	
868	2019-20	GADHAVE GAURAV VASANT	MBA	Duphalac	7.77 Lac PA	
869	2019-20	GAVHANE SONAM BALASO	MBA	Yes Bank	2.50 Lac PA	
870	2019-20	GULUMBKAR TEJAS GAJANAN	MBA	Garware Ropes	5.00 Lakh PA	
871	2019-20	INDRANIL MUKHERJEE . .	MBA	PUNE AIRPORT	8.00 Lakh PA	
872	2019-20	JADHAV ANIKET SURENDRA	MBA	Sagar Industries	6.00 Lakh PA	
873	2019-20	JADHAV MAHESH ANKUSH	MBA	Optum Health and Technology	5.00 Lakh PA	
874	2019-20	JADHAV PRATHAMESH PANDU	MBA	Infosys	4.00 Lakh PA	
875	2019-20	JAGDALE GANESHWAR KRISHI	MBA	Accuweigh Automation & solution	5.00 Lakh PA	
876	2019-20	JAGDALE GURUPRASAD DADA	MBA	Allegies	4.00 Lakh PA	
877	2019-20	JAGTAP AKSHAY RAJENDRA	MBA	Mphasis	4.00 Lakh PA	
878	2019-20	KANGADE SNEHAL KHANDU	MBA	Indusind Bank	4.00 Lakh PA	
879	2019-20	KANWATE SUNANDA KESHA	MBA	Rani Plastic Pvt. Ltd	4.00 Lakh PA	
880	2019-20	KARALE SHREYASH MANOHA	MBA	Cognizant Pvt. Ltd	5.00 Lakh PA	
881	2019-20	KAWALE GAYATRI SHANKAR	MBA	Cultfit healthcare fitness	3.00 Lakh PA	
882	2019-20	KENJALE PRITAM VIJAY	MBA	Jconnect Infotech	6.00 Lakh PA	
883	2019-20	KESKAR SOMNATH TUKARAM	MBA	Accuweigh Automation & solution	5.00 Lakh PA	
884	2019-20	KHOPADE MOHINI SUNIL	MBA	Allegies	4.00 Lakh PA	
885	2019-20	KHUDE VISHAL DAULAT	MBA	Mphasis	4.00 Lakh PA	
886	2019-20	KOLEKAR KIRTI SANJAY	MBA	Indusind Bank	4.00 Lakh PA	
887	2019-20	KONDE BHAGYASHRI SAMBHA	MBA	ABB INDIA Limited	8.00 Lakh PA	
888	2019-20	KUCHEKAR AKSHAY KASHINA	MBA	Reliance Retail	2.40 Lac PA	
889	2019-20	KULKARNI ADITYA DIPAK	MBA	No Broker.com	3.20 lakh PA	
890	2019-20	KUMBHAR RHUTUJA MARUTI	MBA	Accuweigh Automation & solution	12 Lac PA	
891	2019-20	LOKHANDE MAYUR MOHAN	MBA	Allegies	4.40 lac PA	
892	2019-20	MALGUNDE UDDHAV RAJEND	MBA	Mphasis	5.50 Lac PA	
893	2019-20	MANDAVE RAHUL DNYNESHV	MBA	Indusind Bank	7.77 Lac PA	
894	2019-20	MANE DIPAK MOHAN	MBA	Merkle sokranti	2.50 Lac PA	
895	2019-20	NANAWARE BHAGYESH PRAL	MBA	Festo India Pvt. Ltd	2.8 Lac PA	
896	2019-20	NEVASE RESHMA SANJIV	MBA	Mihin Pvt. Ltd	2.70 Lac PA	
897	2019-20	NIKAM SONALI NAVNATH	MBA	Gami Industries	2.70 Lac PA	
898	2019-20	PABLE SWATI MOHAN	MBA	ABB INDIA Limited	2.40 Lac PA	
899	2019-20	PARDESHI RUPESH DEEPAK	MBA	Ranjangaon MIDC	4.00 Lakh PA	
900	2019-20	PARDESHI SAYALI DATTATRA	MBA	PDCC bank	5.00 Lakh PA	
901	2019-20	PATHAK BHUSHAN SOMESHW	MBA	Avinash Cargo (ACPL)	5.00 Lakh PA	
902	2019-20	PAWAR POOJA ASHOK	MBA	Merkle sokranti	5.00 Lakh PA	
903	2019-20	PAWAR PRATIKSHA MANIK	MBA	Festo India Pvt. Ltd	5.00 Lakh PA	
904	2019-20	PISAL SHEKHAR LAXMAN	MBA	Mihin Pvt. Ltd	4.00 Lakh PA	
905	2019-20	PISAL YUVRAJ SHANKAR	MBA	Gami Industries	7.00 Lakh PA	
906	2019-20	POPHALE ABHIJEET SHANKAR	MBA	CIPLA Pvt. Ltd	6.00 Lakh PA	
907	2019-20	RAIKAR RUSHIKESH CHANDRA	MBA	Sahyadri Farms	5.00 Lakh PA	
908	2019-20	RAJMANE SUPRIYA TUKARAM	MBA	My Nature aquatics	5.00 lakh PA	
909	2019-20	RANJAN KUMAR . .	MBA	Bayer Crop Science Pvt. Ltd	2.18 Lac	
910	2019-20	RAO VARUN UDAY	MBA	Bajaj Finserv	6 Lac	

911	2019-20	RAUT SUSHMA GORAKHANATH	MBA	Garware Ropes	4.5 Lac	
912	2019-20	SAKATE YOGESH BHAGWAN	MBA	PUNE AIRPORT	1.8 lac	
913	2019-20	SALUNKHE SHUBHAM SHAHA	MBA	Sagar Industries	3 Lac	
914	2019-20	SONAWANE YOGESH HANUMAN	MBA	Optum Health and Technology	3.8 Lac	
915	2019-20	SURYAWANSHI NITIN SARJER	MBA	Infosys	6 lac	
916	2019-20	TAMBOLI SABIYA MITHUBHAI	MBA	Diam Pvt.Ltd	6.00 lakh PA	
917	2019-20	ULHALKAR PRIYANKA BALU	MBA	Tata Motors	8.00 Lakh PA	
918	2019-20	VEER ANKITA PANDHARINATH	MBA	ATC Telecom Infrastructure	12.00 Lakh PA	
919	2019-20	WAGHMARE SHRIDHAR UTTAM	MBA	AESEAL	4.00 Lakh PA	
920	2019-20	WARAL VRUSHABH SUNIL	MBA	AQM technology	7.00 Lakh PA	
921	2019-20	YADAV DIGAMBAR JAGANNA	MBA	Bajaj Finserv	6.00 Lakh PA	



Navsahyadri Group of Institutes
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STANDARD OPERATION PROCEDURE

TRAINING AND PLACEMENT CELL

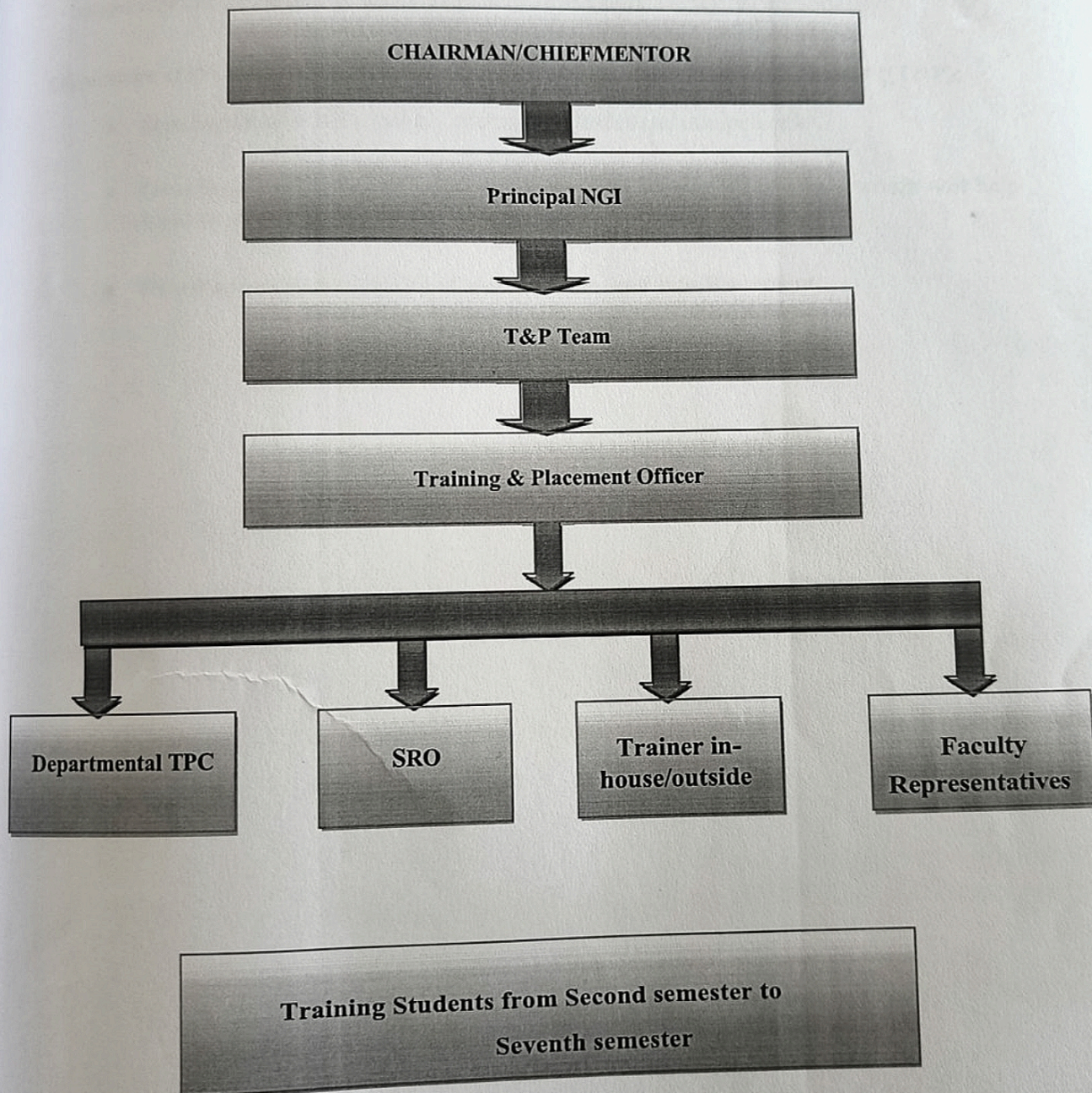


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1. Introduction

Organizational Structure of Training and Placement Cell at NGI Campus



T&P aims to train our students from the fields of Mechanical, Civil, Electronics and Telecommunication, AI&ML Computer Engineering and MBA in the areas of essential soft skills and subject expertise to become a holistic personality

Objectives of the Corporate Relation, Employability, Placement and Training(T&P):

- Develop student's Technical, Managerial & General competencies.
- Developing a culture of continuous learning among all students which will help them in career planning and prioritizing.
- Developing market ability of our students lead into Placement.

2. Responsibilities of T&P Team

Roles and Responsibilities of Stakeholders

The Corporate Relation, Employability, Placement and Training (T&P) as a process can function when all the stake holders work in unison and as a team for the success of our students at NGI campus.

Stake Holders of Corporate Relation, Employability, Placement and Training (T&P)

1. Principal of the institute
2. Training and Placement officer
3. Trainers and Communication skills faculties
4. Head of Department and Faculty coordinator for placement
5. Student Relation Officer
6. Student Representative from each branch and all students of NGI Campus

2.1: Role of the Principals:

1. Be a guiding force and advisor
2. Facilitate interaction with the industry

2.2: Role of Head of the Departments:

1. Help to generate a support system to carry out all the training and placement activities effectively
2. Assign faculties and student representative for T&P activities
3. Suggest and invite Subject and Industry experts for sharing knowledge about modern practices with our students
4. Motivate students to develop their technical and soft skills to be employable
5. Generate awareness and interest on new technology and engineering concepts
6. Encourage research and development oriented activities on campus

2.3: Role of Training and Placement Officer:

1. Get companies on campus for recruitment
2. Arrange of campus or pool campus interview for the students
3. Organize Industrial Visit and Company Internship program
4. Visiting industries
5. Inviting companies for interactive session with students and liaison with faculty for campus connect program.
6. Finding company requirements & expectations
7. Understanding industry culture.

2.4: Role of Faculty Representatives:

1. Helping in coordinating and conducting the program in organized way.
2. Motivating the students to be a part of program,
3. Help in creation of 1000 Aptitude Question bank.
4. Share information about Industry whenever available with the Training and placement officer
5. Encourage speaking in English in the class
6. Encourage Team work amongst students
7. Encourage Creative and out of the box thinking
8. Sharing Industry expectation and latest innovations with the students
9. Emphasis on developing General Knowledge
10. Be a role model for students
11. Advisory body to T&P on what training is required, coordination with the training department for seminar, training programs or placement related activities
12. Short listing of students for placement activities and Communication with students, inter and intra department
13. Technical Training requirements for employability

14. Organizing subject expert lecture
15. Department wise training requirements to improve employability and possible sources of trainer
16. Act as coordinators for Industrial Visit

2.5: Role of Student Relations Officer:

1. Counseling students about the T&P,
2. Feedback on performance, sharing the areas of Strength and Weakness
3. Encouraging participation,
4. Positive attitude building
5. Placement related counseling

2.6: Responsibility of Student Representatives and all the students:

1. Take the T&P activity as a value addition course which will help students become employable with relevant skills sets, participate and involve in all the training and development oriented activities on campus.
2. Provide company details of your source who will be interested to recruit students from our Campus as well as any subject experts or topics they wish to have a lecture workshop or training program on.
3. Attend all the campus and off campus selection program and abide by the Placement rules.
4. Be in constant touch with the Training and Placement Department, give updated telephone number, parent's number, landline number and email address for uninterrupted sharing of information and notices.

3. Methods and Functioning of the TNP Cell

3.1: Process and operation of Placement Cell

Registration of students; All the students who are interest to go through the Placement training and development process should fill online registration. It's an agreement to your commitment to participate and successfully complete all the training related activities which in turn would mould the students in to seasoned professional and industry ready.

3.2: Placement Policy for Students

1) The placement opportunity is available only to 'Eligible Students' of NGI Engineering and MBA students. Here the term 'Eligible Student' means

- Only the presently studying/outgoing/ alumni students of NGI who are found to be sincere, regular and with good result in academics;
- Specifically only those who show/possess 'Placement Potential' to be determined based on various parameters.
- Those students only who opt for such opportunity by filling up the Placement Preference Form well in time.

2) During the selection process of any organization, the student may withdraw his/her Candidature immediately after the Pre Placement Talk by the Recruitment Team, by filling up the Application Withdrawal Slip.

3) Once the student appears in any selection process stage, he / she cannot withdraw his/her candidature on any grounds whatsoever it may be.

4) Student must be in formal wear only and keep their Identity Card with them at the time of Pre Placement Talk/Aptitude Test/Group Discussions/Personal Interviews till the end of the selection process.

5) Attendance for the Pre-Placement Talk (PPT) is mandatory for all the interested Students. Absence from any PPT will automatically disqualify a student from applying to the particular company.

6) During the PPT, students are expected to take their seats 30 minutes before the Company representative arrives. No student shall be allowed to enter the room once the company representatives are in.

7) Students are expected to come prepared with Company details.

8) Students, who after registering for a particular interview, fails to appear for interview, shall be presumed to have opted out of Placement Process and his/her name would be deleted from further Placement Process.

9) TNP office will organize Professional Grooming Training Session for students. Attendance in all these session shall be compulsory. Absence from the session shall result in removed from the Placement Process.

Navsahyadri Groups of Institutes

- 10) Our Institute follows the Placement Policy of "ONE JOB TO A STUDENT AT THE FIRST INSTANCE". However, there is no restriction on appearing in the placement interviews until the first job is secured.
- 11) A student can have maximum 3 (three) opportunities of appearing in the placement interview to prove his mettle. If a student fails to get selected in any of the three interviews, then he/ she will be reconsidered only after all others have been placed.
- 12) In exceptional circumstances when very reputed company approaches the institute &/or some lucrative offers comes; the higher authority may relax the norm related to restriction on having only one job; and may allow even the selected candidates to appear in the specific interview.
- 13) Students must keep the Placement Office well informed if they are approaching any organization on their own.
- 14) Without the explicit permission of the office bearers of the TNP Team, no student would directly communicate to the organizational recruiting authorities. Placement related information is confidential and any breach of confidentiality will lead to strict actions.
- 15) Acceptance of the offer letter in the prescribed format with all the necessary documents (if any) must be submitted to the concerned Training & Placement officer within the prescribed time limit. If a student is not in a position to accept the offer, he/she must tender a regret letter clearly stating the reason for declining the job offer.
- 16) A student securing a job through campus placement will have to give confirmation to serve in the same organization at least for one year; by way of writing a letter.
- 17) Students are advised to regularly check the Notice Boards at the Institute and TNP Office for Placement updates. The same updating would be available in the Google Group Email ID's. No personal communication will be made in this regard.
- 18) Student violating any of the aforesaid norms or indulging in any act of indiscipline Misbehavior will be immediately debarred from availing placement opportunity and the matter will be reported to the higher authorities for further strict action.

3.2.1: DRESS CODE-GENERAL INSTRUCTIONS FOR STUDENTS DURING CAMPUS RECRUITMENT

Dress and Behavioral codes for students during Interviews:

For Men:

1. Formal wear.
2. Clean Shaven (trimmed moustache wherever applicable)

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3. Neat Haircut
4. Pastel colour shirts and dark trousers with matching Ties and Socks
5. No jazzy prints, jeans/ sneakers and big buckled belts
6. Formal shoes and belts
7. Shirts should be tucked in at all times

For Ladies:

1. Neatly tied hair
2. Formal Attire: Pastel colour shirts and dark trousers or Salwar Kameez of sober design Or Saree must be worn along with appropriate sandals
3. Prefer minimal/plain jewellery.

General Instructions: (While Interacting with the company on campus)

1. Be professional in your appearance
2. Avoid loose talk and gossiping in center premises
3. It is necessary to maintain courtesy while interacting
4. Avoid Fidgeting and needless Jargon while interacting
5. Be on time
6. Keep your discussions to the point and clear
7. Don't ask for enumerations
8. Don't argue on hours of work, pay structure, holidays etc.
9. Avoid being Indecisive and unconcerned
10. Keep a clear objective in mind
11. Smoking/Chewing gum or tobacco is prohibited

3.3: Placement Policy for the Organizations.

- 1) Our Institute follows the Placement policy of "ONE JOB TO A STUDENT AT THE FIRST INSTANCE". However, there is no restriction on appearing in the placement interviews until the first job is secured. A student will be considered to have secured a job only when the Training & Placement Cell will receive an official selection list / offer letter / appointment letter for the student.
- 2) The organizations are required to inform us well in advance with complete clarity regarding the job profile, the pay package, terms of employment, selection methodologies to be adopted, number of recruiting team members visiting NGI Campus, and the special arrangements (if any) required during the campus visit.
- 3) During the selection process of any organization, the student may withdraw his / her Candidature immediately after the Pre Placement Talk by the Recruitment Team, by filing up the Application Withdrawal Slip. However, once the student appears in any of the selection process stage, he / she would not be allowed to withdraw his / her candidature on any grounds whatsoever it may be.
- 4) The first short list / selection list must reach to the Placement Dept. at the end of the day or not later than 10 days from the date of Placement Interviews.
- 5) The students will submit the acceptance of the offer letter in the prescribed format with all the necessary documents (if any) to the Institutes Training & Placement Dept. within the prescribed time limit. The same will be sent to the organization within reasonable time limit.
- 6) Without the explicit permission of the office bearers of the Training & placement Team of NGI, the recruiting authorities are advised not to directly communicate / contact to the students.

Note:

- The above rules/policies are subject to change as and when the Placement Office deems fit. All changes would be adequately notified.
- On all matters not covered by the above rules/policies, the Placement Office shall act on its discretion and its decision would be binding on all parties.
- Notwithstanding the above, Placement Office reserves its right to use its discretion in all matters relating to Placement.

3.4: GAP IDENTIFICATION:

Why the need for an Integrated Development and Employability for Placement Approach is required?
Premises to conduct the TNP Program: why is there is need of such a program on campus:

1. Need felt to train students improving their English communication skills
2. Training required developing Technical aptitude skills for clearing company interviews
3. Need to develop presentation skills, Excel in Group discussion, Personal interview and Grooming

3.5. 1. Company Expectancies from Engineering Graduates:

Process plan for collecting information

1. Indirect source:- Industry Brochure, Industry Associates, advertisement in Newspaper, Magazines, Websites, Presentation, Web-banners

2. Direct source:- Companies coming for Campus pool

3. Students/In-house source:- Faculties from concern department, Parents working in industry, Tata Consultancy Services: Desired Attributes in students (TCS)

1. Process Mindset

2. Holistic Thinking

3. Abstraction

4. Application of Knowledge

5. LOW- Improve Listening/Oral/Writing

6. WIT- Work in Team and on Time

7. Questioning desire and ability

8. Reading Habits

9. Professional Behavior

10. Foreign Language- Chinese, German and Spanish

11. Certifications in Technical Skills

A world class engineers should have

1. Awareness of the world

2. Solid foundation and Grounding in a selected Engineering discipline

3. Technical Breadth and Multi-disciplinary knowledge

4. Effective in Teamwork and Group operations

5. Versatile and innovative



6. Customer oriented

(Source of reference: The Indian Journal of Technical Education, Vol. 27, No 3, July-Sept 2004)

Employability and General Skills Industry Expects from the students:

- Determine quickly how things work
- Determine customer requirements
- Create Concepts
- Use abstractions/mathematical models to improve concepts
- Build/create prototypes
- Align customer value and enterprise value
- Effectively communicate with different stakeholders
- Have teamwork skills, leadership and societal awareness
- Possess domain-specific knowledge and experience
- Possess system thinking
- A good understanding of engineering science fundamentals (Arithmetic, Chemistry Statistics, Physical and life science and Environmental Science)
- A good understanding of design and manufacturing process
- A multi-disciplinary, systems perspective
- A basic understanding of the context in which engineering is practiced (Economics, business practice, history, the environment, customer and societal needs)
- Good communication skills (written, oral, graphic, listening)
- High ethical standards
- An ability to think both critically and creatively independent and cooperatively
- Curious and desire for life-long learning
- A profound understanding of the importance of teamwork

3.6 MAPPING OF COMPANY: (What and How)

An exhaustive list of companies extending from Hinjewadi, Chakan and Bhosari areas to companies located within and beyond Pune, Mumbai and Aurangabad are included in the company mapping list. It is distinguished on the lines of Product of Services provided, Company Location, Contact person's details and so on. Most of this information is collected through Industry interaction of Training and Placement in-charge, Internet as source of information, Reference and personal contact list.

3.6.1 Questions asked by Training and Placement officer when he/she goes for any industry visit.

1. What are the eligibility criteria for selection of fresh engineering graduates? 2. Minimum percentage the students should have to be eligible for interview
3. Whether the companies have a system of bond signed?

3.6.2 General questions asked by Companies to the Training and Placement officer.

1. Students basic concepts about their subjects should be clear

2. Flexibility to travel.

3. Good English communication skills

3.7: Gap Identification and Student Skills Matrix?
Skills Matrix of Students

Skills Matrix of Students	Testing Parameters	Grading Basic/Intermediate/Expert
Integrity : Carryout confidential activities Reliability: Achieving deadlines on time Teamwork		
Willingness to learn Self-discipline		
Communication in English Self-motivated		
Flexibility		
Understand/take directions Responsibility		
Creativity		
Written Communication: Ability to write reports, letters, memos, etc		
Reading		
Verbal Communication: Express company expectations clearly		
Relationship with peers: Team player, sharing responsibility		
Problem solving P.R Skills		
Basic computer		
System design		
Advanced computer Technical Skills		
Apply Knowledge Math/Sci/Engg Use of modern tools		
Entrepreneurship		

3.8 Technical competencies which companies expect from graduating students

Various companies expect students to have knowledge and exposure to the latest technical tools which will reduce the training period of fresh graduates. Since they are not part of the regular university curriculum, students are expected to have some basic training in the following domain

Mechanical Engineering Graduates

- AutoCAD/2D Drafting
- Matlab
- 3D Modeling Software(Solid work)
- Supply Chain Management
- Process Engineering and Tooling
- Automation and Control Engineering
- Product Design
- Total Quality Management

Civil Engineering Graduates

- STADD. Pro SOFTWARE TRAINING(Structural Analysis, Design and Documentation Software Products)
- AutoCAD Civil 3D
- ANSYS Civil/MSP/ Primavera

AI & ML and Computer Engineering Graduates

- Programming
- Ethical Hacking
- Networking
- Operating System (Linux)
- Databases
- Android (Mobile Computing)
- Software Testing
- Cloud Computing
- Hibernate and Struts
- Testing Tools
- Network Simulators
- Machine Learning
- Data visualization tools Power BI, Tableau
- Python & Libraries

Electronics and Telecommunication Engineering Graduates

- CCNA (Cisco Certified Network Association)
- Embedded Systems (Embedded System Development practical workshop)
- MATLAB/Simulink
- SAP Basis/ABAP
- Arm-Kortex
- PLC/SCADA

4. Training and Delivery for the Students

4.1 Aptitude Training:

Aptitude training session is imbibed in the time table for students of fifth to seventh semester. Currently MES a group professional Aptitude Trainers are conducting these sessions on a regular basis with a periodic assessment of student's performance.

4.2 English Language Lab:

An updated English language laboratory is available to all the students at St. John campus to upgrade the language and improve communication skills. (for details please refer the annexure given below)

4.3 Workshops:

Various workshops are conducted with the third and the final year students to improve their interview skills, develop professional mannerisms, promote teamwork and leadership skills, effectively utilize time etc. These are class room oriented session which includes one-to-one interaction, presentation, group work, case study, role play and skits as a tool for training medium. (for details please refer the annexure given below).

4.4 Internship:

Internship program is made available to our students from time to time according to the availability. A student is encouraged to take up month or more long intensive training in the company in order to understand work culture and understand application of their theory subjects. A report has to be submitted to the Training and Placement Department after the successful completion of the internship programs.

4.5 Industry Interaction: Industrial Visits and Guest Lecture:

In order to bridge the gap between the curriculum (What is taught in class) and real life work environment, understanding innovations and development happening in industry can best be learned through interactive observation. This is facilitated by organizing Guest or subject expert lecture and Industry visit at a regular intervals.

Annexure

Detailed Placement - Training Modules for Students

First Year: Semester II

As students come in, the TNP and communication skills department would introduce them to the concept of effective communication techniques, language skills and soft skills.

All students will undergo the following programs in addition to their course work to make sure that they acquire much needed interpersonal and job oriented skills.

1. Establishing a relationship
2. Language Skills
3. Communication Skills-1
4. Presentation Skills-1
5. Goal Setting
6. Grooming and Etiquette
7. English language lab

Second Year: Semester III and Semester IV

Developing a fair understanding of student's personality traits, enable there training in the Following areas to train them towards future placements:

1. Conversational Skills
2. Presentation Skills - II
3. Communication Skills - 11
4. Time Management
5. Attitude and assertiveness
6. Personal grooming
7. Interpersonal and team player skills
8. Mother tongue influence reduction paralinguistic communication
9. Situational English

Training Modules Conducted by Placement Trainer in Organization

- Ice Breakers
- Newspaper Reading
- Team Work
- Group Discussions
- Time Management Lesson
- Public Speaking
- Presentation skills
- Extempore

- Body Language
- Role play in Organization

Third Year: Semester V and Semester VI

We continue to train all our students in their 3rd year with classes on advanced communication skills and practicing Aptitude tests. These continued coaching and our efforts empower our students to become job ready with confidence and preparedness to succeed.

- Aptitude and Analytical Skills
- Technical Skills
- Team Working
- Improving pronunciation, voice modulation and diction
- Corporate and business etiquettes
- Exposure to common errors made by Indians
- Effective presentation skills
- Interview handling skills with sufficient mock sessions
- Conceptual skills: Collecting, Organizing Info, Problem Solving, Planning and Organizing.
- Learning to Learn, Innovative and Creative Thinking.
- Personal Skills & Attributes: Being responsible, Resourceful, Flexible, Time Management and Self-Esteem
- Resume preparation

Special consideration is given to the following areas:

- Developing and practicing Aptitude Test
- Curriculum Vitae Proofing
- Company Internship (according to availability)
- Training for Group Discussion and Personal Interview (Mock Training)
- Company interactions through number of Seminars and Training session by experts from the industry
- Update students with new trends and knowledge on innovative engineering practices by representatives from the company

Fourth Year: Semester VII and Semester VIII

Shift of focus from soft skills training to aptitude tests training as conducted by the companies and conduct mock Panel/ Personal interviews to prepare our students to face the on-campus selection. In the final semester, our single goal is to encourage our students and support them with additional practice test and interview sessions to succeed in job interviews.

- Aptitude and Analytical Skills
- Technical Skills.
- Interview Management

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- Business Communication
- Group discussions
- Aptitude tests
- Soft skill tests
- Tests on computer knowledge
- HR skills

Some important tasks undertaken in the final year

- Update Curriculum vita
- Personal/Technical Interview
- Joining on and off Campus Pool/Interviews

Language Lab:

NGI Campus provides access to its students to improve their English language skills through its language lab which uses ODLL, a state of the art user friendly language learning software. The English Language Lab enables students to test their English speaking, listening, writing and comprehension ability. Language laboratory has an audio or audio-visual installation which the students can use to learn modern techniques and skills of English. Language labs allow teachers to monitor, control, deliver, group, display, review and collect, audio, video and web based multimedia content. The student is linked to the teacher console and can play audio, video and web based formats. Students can rewind, stop, start, go back to last record, fast forward, repeat phrase and bookmark the activities they are involving in.

Its features are:

- 1.30 students' consoles and 1 teacher console.
- 2.5000 hours of teaching materials relevant to the academic and overall student development.
3. Offers the teacher an opportunity to teach and monitor the progress of each student individually--- regardless of the size of the classroom.
4. For the student, it offers an Interactive Learning Experience as well as the opportunity to self evaluate his or her progress



OL No: AM9713**Date : 08-February-2024**Dear **Saurav Kumar**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **ACADEMOR** as an **Business Development Executive** and you will be reporting to the office on **06-May-2024**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2024Training Period : **06-May-2024 to 15-May-2024 - (Unpaid)**On the Job Training Start Date: **16-May-2024**On the Job Training End Date: **15-November-2024**

Location of Training: Bangalore

Stipend: INR **15000** Per MonthIncentives : INR **10000**Target: **200000** INR per month.

You will be eligible for a Pre - Placement Offer of **4 to 6 LPA** after completion of **On the Job Training Period**.

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on **06-May-2024**.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period)
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation / Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10 th /12 th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2022

Dear Bhargude Pratiksha Raju

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 20 January

Training Period : 20 January 2023 to 2-February-2023

OJT Start Date: 3-February-2023

OJT End Date: 2-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2023

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 08-February-2024

Dear DONODE PRACHI GAJANAN

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2024.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2024

Training Period : 06-May-2024 to 15-May-2024 - (Unpaid)

On the Job Training Start Date: 16-May-2024

On the Job Training End Date: 15-November-2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2024.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms. ▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.

- Resignation procedure includes: -1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information. ▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development. ▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor. ▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">● 10th standard or equivalent examination.● 12th standard or equivalent● Graduation● Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3.	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
4.	PAN Card, Voter ID or Driving Licence Scanned Copy.
5.	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
6.	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



Subject: Employment offer from TechnoLearn

Dear **GAVHANE SHUBHAM RAJENDRA**

We are pleased to offer you the position of WEB Developer at TechnoLearn.

Your annual **cost to company** is **2.5 - 3.5 LPA**. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on **19-FEB-2024** You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by **25-FEB-2024**. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of Techno Learn, assure you of a very rewarding career in our organization.

Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000
Pension benefits	4,200
Gross monthly salary	58,200

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality

Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.

Termination

Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice.

This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:

OL No: TN20304

Date : 1 January 2024

Dear WAGHMODE PRASANNA DADA

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January 2024

Training Period : 24 January 2024 to 2-February-2024 - (Unpaid)

OJT Start Date: 3-February-2024

OJT End Date: 2-August-2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off (On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

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

Photocopies of

- 1colouredcopyofOfferLetter.
- SSLC(XStd)MarksCard&12thMarksCard.
- Degree/Diploma/Highestqualificationcertificatealongwithmarkscard(anysemester).
- 2passportsizephotographs.
- PANCard,VoterID&DrivingLicenceScannedCopy.
- BankAccountDetails:BankName,YourNameasperBankrecords,AccountNumber,IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Date: 10/04/2023

Service Certificate

This is to certify that Ms. Shalini, P.No: 00743803 has been an active employee of Tata Motors Passenger Vehicles Limited from 11 Oct 22 to 10 Apr 23.

Ms. Shalini had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at Tata Motors Passenger Vehicles Ltd was 101879114642

We wish Ms. Shalini the very best for future endeavours.

For Tata Motors Passenger Vehicles Limited,

Abhishek Thigale
Senior Manager,
Employee Relations.

TATA MOTORS PASSENGER VEHICLES LIMITED

A subsidiary of **Tata Motors Limited**

(Formerly known as TML Business Analytics Services Limited)

Floor 3 4 Plot 18 Nanavati Mahalaya Mudhana Shetty Marg BSE Fort Mumbai 400001

Tel 91 22 6665 8282 email tmpvl@tatamotors.com www.tatamotors.com CIN U72900MH2020PLC339230

Letter of Initial Offer

Date : 15/05/2022

Ms Vishwdipa Ganesh Holkar

Pune.

Dear Vishwdipa

Welcome to INITIATIVE ENGINEERING

It gives us great pleasure to offer the role of Asst. Engineer, for which you interviewed with us.

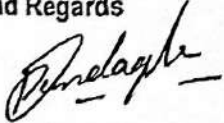
This job, as explained to you, is in the TECHNICAL Grade B of our company. The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. We request you to go through the same and return the enclosed duplicate copy of this letter in acceptance of the same.

Accordingly, we will arrange to issue to you a detailed letter of appointment on the date of your joining us, which we agreed between us will be any day on or before 31/05/2022.

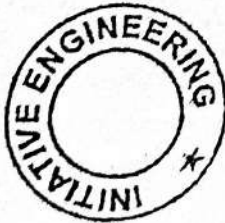
We look forward to you joining our team. We are sure that you will have a bright career with our company.

We take this opportunity to welcome you and your family into the folds of our company.

Kind Regards



Initiative Engineering
Manager





P. P. ENTERPRISES

All types of Labour Supply

S. No. 10/1, Parwati Square, B Wing, First Floor, Flat No. 103,
NDA Road, Deshmukhwadi, Shivane, Pune - 411023 (Mah.)

Mobile: 9822 20 4912, Ph: 20 6500 4912
Email: rameshpawar4912@yahoo.com
GSTIN: 27ALRPP9423A1ZV

24-Jan-2023.

To,
Ms. Pratiksha Gaikwad

SUB- APPOINTMENT AS A PRODUCTION DEPARTMENT

Dear Ms. Pratiksha

With reference to your application and the subsequent interview you had with our client, we are pleased to appoint you for **Testing Engineer in production** department at our client **Accolade Electronics Pvt Ltd, Shivane, Pune** on the following terms and conditions contained in this letter and the Annexure-I attached herewith:

- 1. Date of joining :**
This appointment will be effective from the date of your joining i.e. with effect from **24-Jan-2023**.
- 2. Remuneration:**
During training, your remuneration will be as per **Minimum Wages Act (Maharashtra State)** in semi-Skilled category (remuneration structure is attached herewith).
- 3. Termination :**
During the period of your training of one year, our client reserves the right to terminate your training at any time without any notice in case your progress is not satisfactory.
- 4. Placement & Transfer :**
Based on the functional requirements, you will be transferred to any other department and/ or location with due intimation to you in writing.
- 5. Working Hours :**
You will abide by shift or duty hours that may be fixed in your case from time to time by the client as per laws of land.
One-month notice period is mandatory.
- 6. General**





P. P. ENTERPRISES

All types of Labour Supply

S. No. 10/1, Parwati Square, B Wing, First Floor, Flat No. 103,
NDA Road, Deshmukhwadi, Shivane, Pune - 411023 (Mah.)

- You will abide by the Standing Orders and/ or Regulations applicable to you, which are in force for the time being or may be framed from time to time.
- You will not divulge to any unauthorized person/s any of this Company's trade secrets or affairs.
- You will be required to undergo a medical examination with the Doctor for medical fitness. You will submit fitness certificate medically certified by qualified practitioner (MBBS or above).

You are requested to communicate your acceptance of the above terms and conditions, and report on date of joining at our client's address mentioned below.

You are also requested to bring 3 photographs and photocopies of certificates in support of your educational qualification, date of birth, and relevant documents required for employment purpose.

We once again welcome you, and look forward to your commitment and dedication. We wish you a fulfilling and successful career.

For P P Enterprises.

R. S. Pawar

Ramesh Pawar



Client's address

Accolade Electronics Pvt Ltd, Pune.
Accurate House, Sr. No. 78/1, Dangat Industrial Estate, Shivane, Pune
(Near Hindusthan Bakery, NDA Road)



Date: 20/06/2022



To,

Sunil Jaysing Kamble

At Post manwad Taluka- gadhinglaj District-kolhapur, Maharashtra, 416506

Subject: Revise Offer of Appointment: Production Department

Dear Sunil,

This is with regard to your Interview, Technical test and the subsequent discussion you had with us.

We are pleased to make you an offer of appointment for soldring in our Factory, as per mutually agreed terms, to be based at Sinhgad Road, Pune. A detailed letter of appointment will be issued to you on 01/07/2022. You can collect the same on 01 July 2022. Should this offer be acceptable to you, kindly send back duplicate copy of this letter, duly signed, mentioning thereon "Accepted" as to reach us by 26/06/2022.

We would expect you to join on 01 July 2022, subject to your meeting the requirement. In the event of your not joining by then, this offer shall automatically stand withdrawn and cancelled and you have to pay one month Gross Salary as noncompliance to this offer.

Please bring the list of documents as mentioned in Annexure-I at the time of joining.

For Fevino Industries LLP



Minilec (India) Pvt. Ltd.

S. No. 1073/1,2,3 Mutha Road, Pirangoot, Taluka-Mulshi, Pune-412 115, (India)

Tel. : +91 - 20 - 22922354 - 55/ 67920100

City Office : Shop No 9 & 10, Laxman Villa Apartment, Near Jahangir Hospital (formaly Jog), Kothrud, Pune - 411038. Tel.: +91-20-25431450

CIN No. U51999PN1992PTC065054

No.F-10/051754/1102

Date: 28/03/2022

minilec[®]

To,

Name : Ms. Neelima Ramchandra Patil

Designation : QC Engineer

Employee No. : 051754

Grade : PE-5

Subject: Confirmation with Revision in salary structure.

Based on your performance appraisal, your services are confirmed. Management is pleased to upgrade your existing grade PE-6 To PE-5 & salary structure with an increment of Rs. 1800/- w.e.f. 1st March 2022. Your revised salary structure is as follows.

		Monthly Earnings	Annual Earnings
A)	BASIC SALARY COMPONENTS		
	Basic	Rs. 8073	96876
	HRA	Rs. 3229	38748
	Assignment Allowance/FBA	Rs. 1828	21936
	Advanced Bonus	Rs. 1400	16800
	Total A	Rs. 14530	174360
B)	STATUTORY EMPLOYER CONTRIBUTIONS		
	Employer PF Contribution	Rs. 1188	14256
	Employer ESIC Contribution	Rs. 427	5124
	Gratuity	Rs. 388	4656
	Total B	Rs. 2003	24036
C)	TOTAL EARNING (A+B)	Rs. 16533	198396
	Daily Commute Bus Expense	Rs. 1710	20520
D)	COST TO COMPANY	Rs. 18243	218916

		Monthly Deductions	Annual Deductions
E)	EMPLOYEE STATUTORY DEDUCTIONS		
	PF Employee	Rs. 1188	14256
	ESIC Employee	Rs. 98	1176
	Profession Tax	Rs. 200	2500
	Income Tax	Rs. As Applicable	
	Total Deductions	Rs. 1486	17932

Attendance Bonus has been merged in your salary structure due to change in Grade.

All other terms & conditions of your employment as per your appointment order will however remain unchanged, except clause no - 09, which is now revised to a one-month notice or pay in lieu thereof, applicable to either sides.

We appreciate your efforts and hope that you will continue with the same zeal and enthusiasm in the organization.

Thanking you,
For Minilec (India) Pvt. Ltd.

A.Y. Ghaisas
A.Y. Ghaisas
Managing Director
jdt



Appointment Acceptance - I have read, understood and accept the above-mentioned terms and conditions.

Name: Ms. Neelam Ramchandra Patil

Signature

Regional Offices :

Mumbai: Gala No. 201, 2nd Floor, Bharat Ind Estate, S. No. 227, Near Shengreela Factory, L. B. S. Marg, Bhandup (W), Mumbai - 400 078, Tel. : (022) 25965141 Fax : 25966260 / 62366599 Email : mumbai@minilecgroup.com

Delhi: 107, Sanrat Bhawan, Ranjit Nagar, Commercial Complex, New Delhi - 110 008, (India) Tel.: +91-11-25894732, 25894734 Email : delhi@minilecgroup.com

Bangalore: 408, "A" Wing, Mittal Tower, M.G. Road, Bengaluru-560 001 (India) Tel.: +91-80-2558 1273/25584744/8199 +91-80-42106852 Email : bangalore@minilecgroup.com

Kolkata: 30 B, Suhasini Ganguly Sarani, 2nd Floor, Bhawanipur, Kolkata - 700 025 (India) Tel. : +91-33-24867418 Fax : +91-33-24867418 E-mail : kolkata@minilecgroup.com



12th December 2023

To,
Abhay Sanjay Chaudhary
FV 32+362, Lane No. 3,
Shriram Nagar, Dhankawadi,
Pune 411046

Sub: **Offer of Employment**

Dear Abhay,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) etc., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

KraftPowercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For KraftPowercon India Ltd.



Suraksha Giri
Deputy Manager – HR & Admin





Annexure

Name :- Abhay Sanjay Chaudhary

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

	Salary Structure	
Compensation Components	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

Professional Tax (Rs 200 PM)

Provident Fund (Rs. 1800 PM)

Bus Deduction (Rs. 400 PM) if bus facility availed

Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: KraftPowercon offers you an annual coverage of INR 300000/-. For yourself.

You will be covered under the GPA policy for 20 lakhs.





APPOINTMENT LETTER

April 20, 2024

Dear Wasnik Nayan Raju,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Wasnik Nayan Raju

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

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

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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



Accept



Decline



Signature WASNIK NAYAN RAJU 20/4/2024 7:12 PM

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

Registered Office:

**Wipro
Limited**

T :+91 (80) 2844 0011

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

Sarjapur
Road

E :info@wipro.com

Bengaluru
560 035

W :wipro.com

India

C :L32102KA1945PLC020800

23235881



Offer Letter

Date : Tuesday, December 26, 2023
Dear CHAVAN DHIRAJ JAYWANT,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate-Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Inside Sales function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns. Your date of joining at BYJU'S is Thursday, January 4, 2024. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Thursday, January 4, 2024, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.*

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	LPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum
Variable Compensation: Up to ₹ 300,000.00
Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than Thursday, January 4, 2024, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
- Employee Medical Insurance/ESIC (As applicable)
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

This clause is applicable only if there has been a notice-period buyout by BYJU'S.

Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company. The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.

9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

WIPRO PARI PRIVATE LIMITED

(Formerly known as Precision Automation and Robotics India Limited)

Gat No. 463/A/2/8 to 463/A/2/11, 463/A/2/15 & 463/A/2/16,
Village Dhangarwadi Tal. Khandala, Dist. Satara - 41280.
Maharashtra, India.



Apprenticeship ID Card

Name : Parvez Ansari
ID Number : 01081626
Trade : BE Electrical
Contact No. : 9028768952
Report To : Dawlatrao Manik
Work Location / Site Name : PA



Signature of
Issuing Authority

DANA

TM4

TM00271

Jyoti
Lagad





SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhore,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web : www.seinumero.net



Ref: SNPL / P&A / Offer

30th April 2024

To,
CHORGHADE NAVNATH DILIP

Subject : Offer Letter

Dear Mr. NAVNATH

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by **25th May 2024** **OR as early as possible**. Please confirm your date of joining by Email.
3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,
For Seinumero Nirman Pvt Ltd.


30-4-24
Shashikant Joshi
Manager - HR & Admin.



To,

DALVI SIDDHESH SURYAKANT

Mechanical Division

Rawat Brothers, Pune

RAWAT
Furniture at its best

Subject: Joining as assistant engineer .

Sir,

With reference to your office order Memo no.APSCL/EST-5/2011/2081 dated 26th November, 2023 , I am joining as assistant engineer in mechanical maintenance division,CCPP.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Md.Tawfiqur Rahman



VALVES & CONTROLS

A **WOM** group company

To,

KUMBHARKAR SUSHANT LAXMAN

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

With reference to your office order Memo no.APSCL/EST-5/2011/2081 dated 26th November, 2023 , I am joining as assistant engineer in mechanical division,CCPP.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Md.Tawfiqur Rahman



SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhore,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web : www.seinumero.net



Ref: SNPL / P&A / Offer

30th April 2024

To,
PITEKAR AMOL MACHINDRA

Subject : Offer Letter

Dear Mr. AMOL

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by **25th May 2024** **OR as early as possible**. Please confirm your date of joining by Email.
3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,
For Seinumero Nirman Pvt Ltd.


30-4-24
Shashikant Joshi
Manager - HR & Admin.





Offer cum Appointment Letter

Ref: OL/ 2023

Date: 22/10/2023

To,
Mr. **LAVHALE PRASHANT RAMESH**
Mechanical Engineering Dept

Dear **PRASHANT**

With reference to the recruitment process conducted on 11/09/2023, we are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

GE Aviation, Pune

Managing Director (Technology)



Corporate Identification Number (CIN) : L24220MH1945PLC004598
For Shares related queries, email to investor.relations@asianpaints.com
For Customer queries/complaints/Dealership enquiries,
email to customercare@asianpaints.com
For HR related queries, email to careers@asianpaints.com
For Media related queries, e-mail to proffice@asianpaints.com

Asian Paints Limited
Plot No. A1, MIDC,
Khandala Industrial Area,
Taluka - Khandala,
Dist. - Satara, Pin: 412802
Tel. No - 02169 306000
www.asianpaints.com

Date: 11th February 2021

Name – Mr. Gaurav Tanaji Kumbhar

Address – Asian Paints Limited

Plot No. A-1, MIDC,
Khandala Industrial Area,
Taluka-Khandala,
Dist-Satara, Maharashtra-412802

Dear Mr. Gaurav Tanaji Kumbhar

We are pleased to inform you that we are making an offer of appointment to you, and are outlining herewith various aspects in relation to your employment with us.

DESIGNATION : OFFICER I - PLANT ENGINEERING
GRADE : TECH.OFFR/CHEMISTS/LEVEL I (C/CH)
JOINING LOCATION : Khandala

PERIOD OF PROBATION

You will have a period of probation which is Six months, starting from the date of joining. This period may be extended to another three months based on your performance during the probation period, as assessed by the management. It is an express condition of service that unless you are confirmed in writing at the end of six months, or nine months in case of extension, your services will stand automatically terminated.

RESIGNATION / TERMINATION OF SERVICES

During probation, the contract of service may be terminated by either party by giving 15 days notice or 15 days basic salary in lieu of such notice. Upon confirmation, the contract of service may be terminated by either party by giving one months' notice in writing or basic salary in lieu of such notice.



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In the unlikely event of cessation of employment due to any reason whatsoever within twenty-four months from the date of joining, any notice pay buyout assistance if any provided by the company at the time of joining along with the applicable tax, would be recovered from the employee at the time of full and final settlement.

An employee who absents himself / herself without prior permission from duty for more than 10 consecutive days shall be deemed to have left the services of the company on his own accord. In such a scenario, the employee will be considered as terminated, and exit formalities will be initiated.

POSTING AND FUTURE TRANSFER

It should be noted that you may be posted at/ transferred to any other establishment of the company, at the sole discretion of the management. Such establishment may be outside the city or state of your immediate or subsequent posting/s and could be at any plant, branch depot or office, existing or new. Save as may be provided for, you shall not be entitled to any monetary benefit or compensation solely by virtue of such transfer.

TIMINGS

You will observe the timings prevalent in the establishment or establishments where your services are made use of.

MEDICAL FITNESS

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to medical fitness to be certified by the Company's Medical Consultant.

BACKGROUND VERIFICATION CHECK

Your probationary appointment, confirmation as well as continued employment in the services of the company are subject to clearance of background verification check done by the Company.

RETIREMENT

You will retire from the services of the company on attaining the age of 58 years.

AX



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DISCIPLINE

1. It is an express condition of services that you shall wholly devote your time to the Company's business. Attending to or pursuing in any other way, during the office hours, any personal or private business unconnected with your employment in this Company or engaging in any part time business, allied, connected or incidental to the Company's business is strictly forbidden.
2. Occupation in any part time service of a remunerative character requires the prior consent of the management. Pursuit of any vocation of this nature detrimental to the efficient discharge of your duties shall be considered inconsistent with the terms of your tenure in this Company.
3. All formal academic pursuits like attendance at colleges, courses, etc. shall require the prior written consent of the Management. The Management will treat any breach of this condition as misconduct liable to disciplinary action which may inter alia include dismissal.
4. You shall be governed by and shall be subject to the code of conduct and such other rules, regulations and guidelines applicable to your category of employees and as prevailing at the time of your joining or as subsequently modified or amended or replaced and in force from time to time.

GENERAL PROVISIONS OF EMPLOYMENT

1. You shall not, during the continuance of your employment with the Company, or at any time thereafter, disclose to any individual, firm, company, or body corporate, or authority any information or knowledge with regard to the business, dealings, activities, trade secrets, transactions or affairs ("Proprietary and Confidential Information") of the Company or its associated or subsidiary companies, except as may be required in connection with your employment hereunder or as may be consented to by the Company in writing. The term "Proprietary and Confidential Information" shall without limitation include any know how, formulae, any technical, financial, statistical, marketing, designs, layouts, graphics, product information, competitors data, pricelist, vendor data, vendors list, dealers data, or any other data or information of the Company whether expressly designated as confidential or not. This obligation shall survive termination of your services by any means whatsoever.
2. You shall not, after the termination of your employment with the Company, use in any manner whatsoever on behalf of yourself or any other individual, firm, company or body corporate, your knowledge of or influence over or contact with any of the customers,



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suppliers or contractors of the Company, or its associated or subsidiary companies or utilize any information which may have been obtained by you during your employment with the Company.

3. In the event you invent, acquire or patent a product whether then manufactured by the Company or not, or is associated with a product or process invented or acquired by the Company during the course of your employment with the Company, all the rights to exploit such invention during the term of the patent and its renewals without payment or royalty shall vest with and be vested solely in the Company as if such invention is and/or was a property of the Company and you shall execute all required documents, and agreements and shall do all things necessary for this purpose both during the continuance of your employment or at any time thereafter. The patent for such invention shall be taken in the name of the Company or its nominee/s. The Company shall have all rights without any interruption to exploit the patent and to grant licenses to any person, firm or company on such terms and for such period as the Company as the employer may consider necessary.
4. All works executed by you in the course of discharging your assigned duties and the intellectual properties subsisting therein, shall remain the sole property of the Company and the same shall constitute "works made for hire".
5. You shall not without the previous consent of the Company in writing, at any time during the continuance of your employment or thereafter, publish or cause to be published any book, booklet, leaflet, brochure, or pamphlet or contribute any article or review to any newspaper, magazine or other publication, whether for remuneration or otherwise where such publication concerns your area of work activity with the Company.
6. In the event of any dispute or difference, the same shall be referred to the Court of appropriate jurisdiction. The Courts in Mumbai shall have exclusive jurisdiction to try these disputes to the exclusion of any other Court in Mumbai.
7. The laws governing this contract of employment shall be Indian laws.



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The salary details applicable to you will be :-

Headings	Salary while on Probation	Salary on Confirmation in the service
Basic	18000	18000
HRA	8500	8500
Education Allowance	800	800
Consolidated Allowance	15560	15560
PF	2160	2160
Gratuity	866	866
Total	45886	45886
LTA	8400	8400
Bonus	34000	34000
CTC Annual	593,030	593,030

*As paid out for FY 2019-20 in the month of April 2020

A list indicating the privileges, benefits and the terms and conditions governing your services is enclosed in the annexure given. The general provisions governing the employment shall be as per the annexure to this letter. In addition to the same, the policies and circulars of the company shall govern you as may be issued from time to time.

If the above terms and conditions are acceptable to you, then please sign below at the place provided and share a copy of this letter with the HR team. The same shall then constitute a valid and binding contract of employment.

We take this opportunity to welcome you to our organization and trust your association with us will be mutually beneficial.

Yours truly,
For Asian Paints Limited

Vaibhav Vijay Dikshit
General Works Manager
Khandala Plant

Acceptance of the candidate

Name : Gaurav Tanaji Kumbhar

Date : 11/02/2021



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ANNEXURE

Allowances Applicable to Officer Level I (Probation) based at Khandala Effective from 1st April, 2020

1. HOUSE RENT ALLOWANCE

All employees shall be paid a sum of Rs.8,500/- (Rupees Eight Thousand Five Hundred Only) per month as House Rent Allowance subject to the following terms and conditions:

- House Rent Allowance shall not be reckoned with for the purpose of payment of overtime wages, bonus, and contribution to Provident Fund, Gratuity or any other benefit;
- The amount is paid as a part of salary. HRA is taxable as per Income Tax norms in the hands of employees

2. EDUCATION ALLOWANCE

All employees shall be paid a sum of Rs.800/- (Rupees Eight Hundred Only) per month as Education Allowance.

Education Allowance shall not be reckoned with for the purpose of payment of overtime wages, bonus, and contribution to Provident Fund, Gratuity or any other benefit.

3. CONSOLIDATED ALLOWANCE

All employees shall be paid a sum of Rs.15560/- (Rupees Fifteen Thousand Five Hundred & Sixty Only) per month as Consolidated Allowance.

Consolidated Allowance shall not be reckoned with for the purpose of payment of overtime wages, bonus, and contribution to Provident Fund, Gratuity or any other benefit.

4. LEAVE TRAVEL ALLOWANCE

LTA amount is credited to employee's account on joining., on pro-rata basis from date of joining to end of current financial year, subject to rules framed in this regard and subject to the following terms and conditions :



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- a. LTA is not permitted to be carry forward and has to be claimed on or before 31st March of each year.
- b. Any unavailed LTA amount for the year will be paid out in cash at the end of the year after deduction of applicable income tax i.e. LTA for the period 2020-21 will be credited on 1st April, 2020. Any un-availed LTA as on 31st March, 2021 will be paid out in cash in March 2021 salary as per applicable income tax and no carry forward will be allowed.
- c. LTA shall be payable only once a year and there is no minimum number of days of consolidated leave to claim LTA. The employee should have proceeded on consolidated leave to claim LTA.
- d. LTA will not be taken into consideration for the purpose of payment of overtime wages, bonus, and contribution to Provident Fund, Gratuity or any other benefit.
- e. LTA can be claimed for the following (subject to the maximum limit):
 - o Self, spouse and children of the employee;
 - o Parents, brothers and sisters of the employee wholly or mainly dependent on the employee (i.e. the brothers and sisters should be less than 21 years of age).
- f. It should be noted that the dependents of the employee should spend their holiday at the same leave stations and during the same period as the employee's leave.

5. ANNUAL BONUS

- a. The annual bonus eligible for FY 2020-21, will be paid along with April 2021 salary. It shall be paid to employees who are on the rolls of the company as on 31st March, 2021;
- b. In the event any enactment is enforced that requires the company to pay a lump sum to the employee as bonus or in the nature of bonus for the financial year 2020-21,, the amount paid as mentioned hereinabove shall be deemed as part payment towards the amount payable under the 'Payment of Bonus Act, 1965' and /or such enactment and will stand adjusted towards the amount so payable;
- c. The amount of bonus so payable shall also stand reduced to the extent of leave without wages or absence without leave;
- d. The amount of bonus will be pro-rated for employees joining during the year;
- e. The employees who have left the services of the company prior to 31st March, 2021 but are eligible to receive statutory bonus for FY 2020-21 under the Payment of Bonus Act, 1965 shall be



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paid bonus in accordance with and subject to the provisions of the 'Payment of Bonus Act, 1965'.

- f. The Annual bonus for the financial year 2020-21 will be announced in April 2021. The same will be paid out in April 2021, only to the employees who are on the rolls of the company as on 31st March, 2021.

6. ATTENDANCE RELATED DEDUCTIONS IN ALLOWANCES

- a. In case of employees who are absent without sanctioned leave or on leave without pay for any reason whatsoever for less than 5 days in a month, Education Allowance, Consolidated Allowance, Conveyance Allowance, LTA, Medical Reimbursement and Annual Bonus will be proportionately reduced on pro-rata basis;
- b. In case of employees who are absent without sanctioned leave or on leave without pay for any reason whatsoever for 5 days or more than 5 days in a month, House Rent Allowance, Education Allowance, Consolidated Allowance, Conveyance Allowance, LTA, Medical Reimbursement and Annual Bonus will be proportionately reduced on pro-rata basis.

Employees' Policies and Benefits documents are available at Huddle on hrit.asianpaints.com> Home> Huddle> Groups.

Offer: Site Supervisor

Date: 15/03/2022

Mr. Rushikesh Lakshman Nage

Kranti-Niketan hostel,

Santosh Nagar, Katraj,

Pune- 411046, Maharashtra.

Tel# -7350906318.

Dear Rushikesh Lakshman Nage,

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 21st March 2022. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Swaraj Construction.



Swapnil Khatpe
Head & HR



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Raviwar Peth, Wai : DIST: Satara : 412803

Date: 07/04/2023

To

Trupti Ananda Gole

Wai, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR



Maharashtra Minimum Wages Rules 1963

Rule No. 27 (2)

Muster Cum Wages Slip

(Attendance Card)

Name of the
Establishment Nyati Builders

Address _____

Name of the
Employee Abhishek Shendekar

Name of the
Employer Nyati Builders

Age 23 Sex Male

Nature of work _____ Designation _____

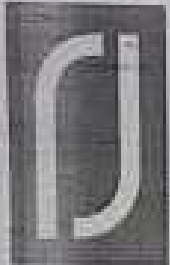
Working Hours from 9am to 4pm

Interval for Rest from _____ to _____

For the month of July

Total Days Worked		Advance	
Actual Rates Of Wages		Other deductions	
Total Piece Rate Production			
Total Overtime Hours Worked			
Normal Earnings		Total deductions	
Overtime Earnings		Date of entry in to service	
Gross Wages Payable		Previous Balance	
Deductions		Enjoyed	
Nett Wages Payable		Refused	
		Due in this Months	
Date Of Payment		Total Balance	

Leave with wages



Design | Create | Define

ROHAN JAYANT GORE

R J CONSTRUCTIONS



Raviwar Peth, Wal. DIST: Satara. 412803

Date: 07.04.23

Sub : Job Letter.

In regard to recent request for employment verification for Miss. Shivani Satish Vachakal. I can confirm that she has been employed here at RJ CONSTRUCTION since 10.03.22 and is currently site supervisor.

Miss. Shivani is working in full time.

Sincerely,
Mr. Rohan Jayant Gore.



rohangure16 rg@gmail.com



9823230655

Date: - 04-Apr-23

To,
Mr. Akash Vilas Taware
IOC, Balewadi

Appointment Letter

We are pleased to appoint you in our organization as a “ **Coordinator - Contract Compliance**” on Fixed Term Contract and subject to the following terms and conditions.

- 1 Your contract will commence from 05-Apr-23 to 04-Apr-24 during which you will render services to our client at their premises or based on client's requirements and subject to the terms and conditions below.
- 2 During this period of contractual employment your remuneration shall be as per Annexure A. Any revisions, based on compliances, in your remuneration shall be informed to you on writing.
- 3 You shall adhere to all the instructions received by you from the authorized person of the Company or the Client. You shall also be bound by our rules and regulations set by the Company and Client, which have been informed to you wide any mode of communication.
- 4 You hereby agree to be liable for the following terms and conditions.
 - a. Fully perform the services, in a professional manner, at the client's location or any location based on the client's requirement, until the completion of the terms of the work assignment.
 - b. During the term of the work assignment, render services exclusively to the client and such performance shall not be inconsistent with deliverables expected for the work assignment.
 - c. Not engage in any conduct which is detrimental to the interest of the Client or Shubha Systems.
 - d. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by Shubha Systems.
 - e. Neither directly nor indirectly accept employment with the Client or its affiliates during the period of the work assignment without prior permission of Shubha Systems.
 - f. 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 contract.
 - g. Report and be present at the designated location during the working hours, as instructed by the client.
 - h. Comply with the safety, health and environment policy of Shubha Systems and / or Client that you have been made aware of.
 - i. During the course of your contract, you can be transferred to a location within the territory of India as and when required by Shubha Systems in consultation or requirement of client for executing the services against your work assignment.
- 5 The nature of your relationship with Shubha Systems will be that of a Contract of services for a fixed period.
- 6 This contractual employment is being offered to you on the clear understanding that there is nothing on your past record which would have prevented the Management from offering you employment. If however, it is found at any time hereinafter that your past record is objectionable or if any declaration given by you or statement made by you to the management is false or if you have willfully suppressed any material information, in such a case you will be liable to be removed from the services of the company forthwith without any notice.

- 7 Upon expiry or termination of the work Assignment, your employment with Shubha Systems shall stand terminated forthwith.
- 8 In case the contract period is not extended in writing, it would be deemed that your contract with Shubha Systems has been terminated and Shubha Systems shall have no obligations to pay any compensation for the period worked by you beyond the contract period.
- 9 Except for expiry of a contract, Shubha Systems or **Mr. Akash Vilas Taware** may terminate this contract by issuing 30 working days' notice in writing or payment in lieu of the notice period. This stipulation, however, shall not be applicable in case of any breach of Company's rules, regulation and requirements in relation to your performance and conduct in which case the termination of your services can be effected without notice.
- 10 On the ground of loss of confidence of management (i.e. dishonest and criminal behavior, theft, sexual harassment and not in commitment with general rules of prudent and commercial practices etc.) your services can be terminated with immediate effect. The Company may do so without assigning any reason/s and compensation and the Company's decision shall be final and binding on you.
- 11 Upon termination of the contract, Shubha Systems shall settle all your dues after making the applicable deductions as per the laws.
- 12 You agree to defend, indemnify and hold Shubha Systems or the Client harmless from any and all claims, damages, liability, attorney's fees and expenses on account of your failure to satisfy and of your obligations under this work assignment or for misconduct or for violation of any law or creation of any legal liability by you.
- 13 Any dispute between you and Shubha Systems shall be referred to an arbitrator appointed by Shubha Systems. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, Pune, Maharashtra.
- 14 Details of your salary breakup will be as per the Annexure attached herein.
- 15 Shubha Systems shall make all salary payments including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
- 16 You will be entitled to an employer's contribution of Provident Fund to the extent of 12% on Rs 15000/-. You shall be entitled to leaves as per the Company / Client policy and the details are mentioned in Annexure A.
- 17 To perform the duty, if the Client provides you any assets including laptop or any other assets, you will immediately inform Shubha Systems in writing before taking the possession of the assets. You will make sure that the assets provided by the Client will only be used for official purpose and you will handover the assets back to the client once the work assignment / contract is completed. You will be solely responsible for damages, loss or theft of the said assets and also for liability arising out of misuse of the said assets.
- 18 You will be the full-time employee of the Shubha System and will not accept any other employment in any other firm or company during your tenure with Shubha Systems.
- 19 During the course of the above assignment you should, at all times, observe secrecy in respect of any technical, trade or business data, customers' names/business details or any other information that might come to my knowledge or possession, which according to the Company are necessarily confidential and form valuable property of the Company. You will not disclose nor cause the disclosure of any such data in any manner whatsoever.
- 20 In addition the terms contain herein your relationship with Shubha Systems may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Shubha Systems.

- 21 There is zero tolerance for sexual harassment of women at workplace and the Company is committed to follow the law of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in letter and spirit. The Company has a strict policy against sexual harassment of women at workplace, hence any act of sexual harassment of women during your employment, shall be dealt with by the Internal Complaint Committee of the Company, as per the Act and Policy. In case of any such complaint received against you, you shall cooperate in all the processes of the inquiry and abide by the decision arrived by the Internal Complaint's Committee.
- 22 Throughout your continuance of services with the company, you should be medically fit and free from any disease. It will be open for the company to require you to undergo such medical test as may be determined and, in the event, the company finds it unsuitable for you to be continued on medical grounds, the decision of the company in that case shall be final and your services will be liable to be terminated.
- 23 You will be subject to the provisions of the Standing Orders framed under the Industrial Employment (Standing Orders) Act 1948 as applicable from time to time.
- 24 You will inform company any change pertaining to any of the declaration made by you at the time of appointment.
- 25 We at Shubha Systems would like to create an environment and culture committed to co-operation, quality and responsiveness that permeate every activity. As a new entrant we would like you to add value to this process.

Please indicate your acceptance of the terms by signing and returning the duplicate copy, indicating your acceptance of the terms mentioned herein. By signing this letter you confirm that you have read, fully understood and accepted the terms and conditions of this letter.

We welcome you on board and wish you every success in your career.

For Shubha Systems

Authorized Signatory

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Date: 04-Apr-23

Signed by

Akash Vilas Taware

Annexure A

Date: - 04-Apr-23

Break up of your monthly remuneration is as under-

Name: Akash Vilas Taware Designation: Coordinator - Contract Compliance	
Location: IOC, Balewadi	Amount In INR
Monthly Salary Heads	
Basic + DA	15000
HRA	6000
Conveyance	1500
Other Allowance	2500
Monthly Gross Earning (A)	25000
Deferred Benefits	
PF (Employer Contribution @ 12% on Rs 15000)	1800
Bonus	1250
Total Deferred Benefits (B)	3050
Benefits to Employee (A+B)	28050
Net Salary Calculation	
Monthly Earnings	25000
PF (Employee's Contribution @ 12% on Rs 15000)	1800
Professional Tax	200
Net Pay	23000

Additionally, you will be entitled to the following:

1. Every year you will be provided 21 days leave (January to December Each month 1.75 paid leaves). Remaining leaves by the end of year will be carried forward to next year.

For Shubha Systems



Authorized Signatory

Accepted and Agreed,

Akash Vilas Taware

Letter of Appointment

Dear Prasad,

Appointment as [Trainee]

We refer to your recent interview for the position and are please to advise that we are offering you the position with Future Generali effective from 30/07/2024 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of one year with salary of Rs. 30000 per month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs / processes / formulae / systems, etc. in relation to the business / operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right / property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from

services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

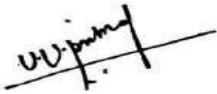
- ❖ If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- ❖ If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- ❖ If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- ❖ If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For Future Generali India Insurance Co. Ltd.



(Authorized Signatory)

04-08-2023

Mrunalini Anil Jadhav
Pune

Subject: **LETTER OF OFFER**

Dear Mrunalini,

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Information Retrieval Officer**. You will be on probation for a period of six months from your date of joining which will be on or before **08-08-2023**.

The annual compensation calculated on Cost to Company will be **INR 195444/-**.

Your place of posting will be **Pune**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

Regional Head - Human Resources

Offer of Employment

Dear Shubham,

Congratulations ! We are pleased to make a provisional offer of appointment with **In-Solutions Global Ltd.** in India. You have been selected for the position of **Trainee Software Engineer** in the **Software Development** Department in **Band – B0** and your employment start date with the Company is **September 15, 2023**. You will be based in the Company's office in **Mumbai**.

The terms and conditions of your Offer are set out below are, in addition, to the company's rules in force at present and, as amended, from time to time. This letter should not be considered as an Offer of regular employment. KRAs have been identified in **Annexure I** and you are responsible for successful implementation and execution of your task.

Compensation and Benefits: You will receive a compensation of **Rs. 4,00,008/- per annum (Rupees Four Lakhs and Eight Only)** as outlined in **Annexure - II**. Income Tax or any other statutory deductions will be done at source. You will be eligible for leave and other such benefits in accordance with the Company's rules and regulations. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company.

Reimbursement Process:

All relevant supporting documents to be submitted towards all reimbursement claims identified in your salary structure. Statutory deductions/taxes as applicable will be deducted at source. Please share your investment declaration plan for this financial year.

Special Allowance Component:

The Special Allowance component can comprise of any of the following allowances as deemed appropriate: Additional leave travel allowance, drivers allowance, fuel allowance, Books & Periodicals, Telephone, and/or a balancing allowance. It is your responsibility to inform the Company of your preferred structure of your Special Allowance along with your acceptance of this offer. Allowances shall be subject to tax according to the relevant India tax legislation laws. As per the latest amendment of Employees Provident Fund Office (EPFO), all the above components which form a part of Special Allowance Component will add up to deduction for Provident Fund calculation and shall sum up with your Basic Salary Component for Provident Fund Deduction. This is purely for those employees who's Basic Salary Wages is equal to or less than Rs.15,000/- (Rupees Fifteen Thousand Per Month). This calculation won't effect to employees who draws Basic Salary Wages more than Rs.15,000/- (Rupees Fifteen Thousand Per Month).

Training Period:

You will be on training for a period of 6 months, from your date of joining, after which your performance will be appraised. You will be confirmed in writing on successful completion of the said probationary period. Or, It may get extended by further period of 1 month, if your performance is not found satisfactory. Or, your services may be terminated at the discretion of the company, with or without assigning any reason, with one month salary which includes only the Basic component of your salary structure. If no confirmation is made in writing at the end of the probationary period, it will be deemed to have been extended until the company confirms you in writing



Your Payments Partner

ANNEXURE – II

Name	Shubham F
Designation	Trainee Software Engineer
Band	B0
Department	Software Development
Location	Mumbai

Component	Monthly	Annual
Basic	13334	160008
HRA	6667	80004
Residual Allowance	7372	88462
Conveyance Allowance	1600	19200
Medical Allowance	1250	15000
Education Allowance	200	2400
LTA	1111	13334
Total Gross Salary (A)	31534	378408
Provident Fund (Employer)	1800	21600
Total (B)	1800	21600
Total CTC (A+B)	33334	400008

For In-Solutions Global Ltd.,

Accepted by,

Lisa Cragg
Vice President
Human Resources

Shubham

Date: 12-04-2023

To,
Mr. Satyam Dhanaji Danwale
Address: At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala dist.satara,
Pune - 412206, Maharashtra.
Mobile No: 8380977829
Email: - satyam200996@gmail.com
Emp. Code: TCL15237

Sub: Appointment Letter

Dear Mr. Satyam,

We are pleased to offer you employment to work as “**NOC Engineer** ” on deputation with our client **TCL**, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of one year from **10-04-2023 to 09-04-2024**. Notwithstanding this, in the event of the project/work for which you are being employed comes to an end before the aforementioned period; this contract shall be co-terminus with the aforementioned project/work.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the company reserves its right to extend your temporary assignment for such a period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In the event, the company shall be in writing extend your temporary assignment on the terms as may be indicated in such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the management to any of our client's company to do work pertaining to or incidental to the client's business.
4. You will not be absent from your duty without sufficient reasons, you will obtain prior written permission / sanction from the supervisor about your absence giving reasons thereof and probable duration immediately, failing which, the same will be treated as loss of Pay and if it continues we shall take appropriate action.
5. You will be governed by the conduct, discipline, rules and regulations as laid down by the management.

6. You will receive remuneration as detailed in Annexure I. The salary for the first month will be paid, subject to furnishing the details mentioned below:
 - CV and a passport size photograph
 - Proof of age
 - E-Aadhar Card
 - Certificate of Educational Qualifications
 - Experience Certificates from previous employer
 - Release from previous employer
 - A copy of your present salary slip and 2 references with telephone and e-mail contact
7. The salary will be paid to you, subject to the receipt of payment from the Client (**TCL**). You will receive your salary on 7th of every month, but in no case later than 10th.
8. This contract shall be terminable by either party giving one month notice in writing or salary on lieu of notice, to the other.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members to the **Lobo Staffing Solutions Pvt. Ltd** family. As a new entrant, we would like you to whole-heartedly contribute in this process.

As a token of acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us.

For Lobo Staffing Solutions Pvt. Ltd



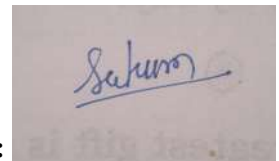
Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: Satyam Dhanaji Danwale

Date: 12-04-2023

Signature:



Annexure: 1

Name : Mr. Satyam Dhanaji Danwale
Designation : NOC Engineer
Reporting Head : Swapnil Ganpat CHAVARE
Location : Pune, Maharashtra
Department : -
Start Date : 10-04-2023
End Date : 09-04-2024

SALARY COMPONENT	AMOUNT
BASIC	11,632
DA	2,444
HRA	759
CCA	0
ADVANCE TO STATUTORY BONUS	1,175
GROSS SALARY (A)	16,010
Benefits: (B)	
PF EMPLOYER	1,829
ESIC EMPLOYER	520
INSURANCE & OTHER CHARGES.	200
COST TO COMPANY (A+B)	18,559
Deductions: (C)	
PF EMPLOYEE	1,689
ESIC EMPLOYEE	120
PROFESSION TAX	200
NET TAKE HOME (A-C)	14,001

***NOTE:** - Basic pay indicated above includes Dearness Allowance / Special Allowance as applicable.

For Lobo Staffing Solutions Pvt. Ltd



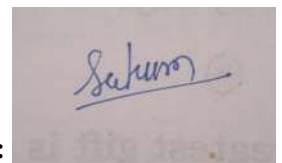
Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: Satyam Dhanaji Danwale

Date: 12-04-2023

Signature:



Date: 12-04-2023

Mr. Satyam Dhanaji Danwale

Address: At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala dist.satara,
Pune - 412206, Maharashtra.

Mob: 8380977829

Email: satyam200996@gmail.com

Emp Code: TCL15237

DEPUTATION

Dear Satyam,

We are pleased to inform you that your services are being deputed to **TCL** with effect from **10-04-2023** as mentioned under clause 1 of your letter of appointment. The terms and conditions of your deputation will be as follows:

1. You will, with effect from **10-04-2023** be required to work at our client's office/ premises at any of their locations.
2. During the tenure of deputation, you will continue to be an employee of **Lobo Staffing Solutions Pvt. Limited**.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from **TCL** and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by training that may be offered to you by **TCL**
5. You shall be bound by the working hours of **TCL**.
6. You shall take care not to disclose confidential information/trade secrets, etc. that you may come across in the course of your responsibilities to anyone outside **TCL** and use such information only in connection with the service provided to **TCL**.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against **TCL**. This arrangement is purely a contractual agreement between **Lobo Staffing Solutions Pvt. Limited** and **TCL** for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/duties in the property of **TCL** or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of **TCL** entrusted to you in the due discharge of your duties and shall indemnify **TCL**, when there is a loss of any kind to the said property.

10. You will be liable to compensate **Lobo Staffing Solutions Private Limited** in case any claim arises from the Client on account of your willful act or negligence.

All other terms and conditions of your employment remain unchanged.

Please sign the duplicate copy of this letter as a token of having read and acknowledged the contents and return it to us.

For Lobo Staffing Solutions Pvt. Ltd



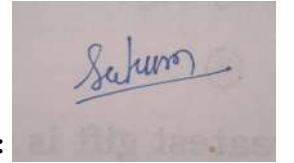
Authorized Signatory

I hereby accept the above-mentioned terms and conditions.

Name: Satyam Dhanaji Danwale

Date: 12-04-2023

Signature:



Form `F'
(See Sub-rule (1) of Rule 6)
NOMINATION

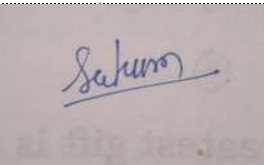
To : Lobo Staffing Solutions Pvt. Ltd.

- 1) Shri/Shrimati/Kumari : Mr.. Satyam Dhanaji Danwale Whose particulars are given in the statement below.
hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
- 2) I hereby certify that the person(s) mentioned is a/are member (s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
- 3) I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
- 4) (a) My father/mother/parents is/are not dependent on me.
(b) My husband's father/mother/parents is/are not dependent on my husband
- 5) I have excluded my husband from my family by a notice dated _____ to the controlling authority in terms of the provision to clause (h) of section 2 of the said Act.
- 6) Nomination made herein invalidates my previous nominee(s)

Nominee (s)

Sr No .	Name in full with address of nominee (s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
1	Tanaya Danavale	Sibling	24-11-2000	100 %
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-

STATEMENT

1. Name of employee in full:		Mr. Satyam Dhanaji Danwale			
2. Sex :		male			
3. Religion :		NA			
4. Whether unmarried/ married/ widow / widower			Single		
5. Department/ Branch/ Section/ where employed			-		
6. Post held with Ticket or Serial No. if any			TCL15237		
7. Date of Appointment			10-04-2023		
8. Permanent address		At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala dist.satara, Pune, Maharashtra 412206			
Village	Pune	Thana	Pune	Sub-Division	---
Post office	Pune	District	Pune		
Place	Pune				
Date	12-04-2023				
			Signature/Thump impression of the employee		

DECLARATION BY THE WITNESSES

Nomination Signed/thumb impressed before me

Name in full and full address of witnesses		Signature of witnesses
1	<div></div>	<div></div>
2	<div></div>	<div></div>
Place		
<div></div>		
Date		
<div></div>		

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment.
Employer's Reference No., if any.

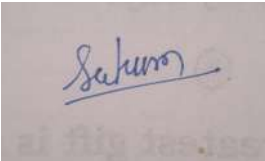
Date :

Employer's Signature & Designation

Name & Address of Establishment or Rubber Stamp

ACKNOWLEDGEMENT BY EMPLOYEE

Received the duplicate copy of nomination in form `F' filed by me and duly certified by the empl
04-2023



Signature of the Employee

Form-2 (Revised)
NOMINATION AND DECLARATION FORM
FOR UNEXEMPTED/EXEMPTED ESTABLISHMENT
Declaration and Nomination for under the Employee's Provident Funds and
Employee's Pension Schemes

(Paragraph 33 and 61 (1) of the Employee's Provident Fund Scheme 1952 & Paragraph 13 of the
Employee's Pension Scheme, 1955)

1. Name (In Block Letters) Mr. Satyam Dhanaji Danwale
2. Father / Husband Name Dhanaji / -
3. Date of Birth : 20-09-1996
4. Sex : male
5. Marital Status : Single
6. Account No. MH/42857/-
- (Married / Unmarried / Widow / Widower)

7. Address Permanent : At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala
dist.satara, Pune, Maharashtra 412206
8. Temporary Address : At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala
dist.satara, Pune, Maharashtra 412206

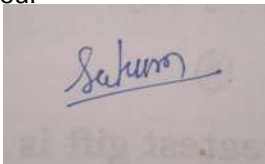
PART - A (E.P.F.)

I hereby nominate the person(s)/ cancel the nomination made by me, previously and nominate the person (s) mentioned below to receive the amount standing to my credit in the Employee's Provident Fund, in the event of my death.

Name of the Nominee (s)	Address of the Nominee (s)	Nominee's relationship with the member	Date of Birth	Total amount of share of accumulations in Provident Fund to be paid to each nominee.	If the nominee is a minor, name and address of the guardian who may receive the amount during the minority of the nominee
1	2	3	4	5	6
Tanaya Danavale	At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala dist.satara, Pune, Maharashtra 412206	Sibling	24-11-2000	100 %	--
-	-	-	-	-	--
-	-	-	-	-	--
-	-	-	-	-	--

- 1.* Certified that I have no family as defined in para 2(g) of the Employee's Provident Fund scheme, 1952 and should I acquire a family hereafter the above nomination should be deemed as cancelled.
2. * Certified that my father/mother is/are depended upon me.

* Strike out whichever is not applicable



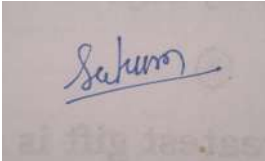
Signature/or thump impression of the subscriber

PART - B (E.P.S.)
(PARA - 18)

I hereby furnished below particulars of the members of my family who would be eligible to receive widow / children pension in the event of my premature death.

Seria I No.	Name of the family member	Address	Age	Relationship with the member
1	2	3	4	5
1	Tanaya Danavale	At post bhatghar tal.khandala dist.satara, At post bhatghar tal.khandala dist.satara, Pune, Maharashtra 412206	24-11-2000	Sibling
2	-	-	-	-
3	-	-	-	-
4	-	-	-	-
** Certified that I have no family as defined in para 2(b) of the Employee's Pension Scheme, 1995 and should I acquire a family hereafter I shall furnish particulars thereon in the above form.				
I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2 (a) (I) & (ii) in the event of the death without leaving any eligible family member for receiving pension.				
Name & Address of the Nominee		Date of Birth	Relationship with member	
Same as above		Same as above	Same as above	

Date : 10-04-2023



Signature of thump impression of the Subscriber

* Strike out whichever is not applicable

CERTIFICATE BY EMPLOYER

Certified that the above declaration and nomination has been signed/thump impressed before me by Shri/Smt.Kum. Mr. Satyam Dhanaji Danwale employed in my establishment after he/she has the entries/the entries have been read over to him/her by me and got confirmed by him/her.

Place: Mumbai

For **LOBO STAFFING SOLUTIONS PVT. LTD.**

Authorized Signatories
Signature of the employer or other Authorized Officer
of the establishment

Designation_____
Name & Address of the Factory / Establishment or
Rubber Stamp thereof.

LOBO STAFFING SOLUTIONS PVT. LTD.
212, PRABHADEVI ESTATE,
V.S. MARG, PRABHADEVI,
MUMBAI – 400025



Composite Declaration Form Form -11
(To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member		Mr. Satyam Dhanaji Danwale					
2	Fathers' Name		Dhanaji					
	Spouse's Name		-					
3	Date of Birth (DD/MM/YYYY)		20-09-1996					
4	Gender: (Male/Female/Transgender)		male					
5	Marital Status(Married/Unmarried/Widow/Widower/Di vorcee)		Single					
6	(a) Email Id:		satyam200996@gmail.com					
	(b) Mobile No.:		8380977829					
7	Present employment details:							
	Date of joining in the current establishment (DD/MM/YYYY)		10-04-2023					
8	KYC Details (attach self-attested copies of following KYCs)							
	a) Bank Account No.:		004220100032584					
	b) IFS Code of the branch:		JSBP0000004					
	c) AADHAAR Number:		742048602190					
	d) Permanent Account No. (PAN), if available		ECEPD2137K					
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?		Yes					
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?		Yes					
Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted								
11	Establishmen t Name & Address	Universa l Account Number	PF Account Number	Date of joining (DD/MM/Y YY)	Date of exit (DD/MM/YYY Y)	Schem e Certifi cate No. (if issued)	PPO Numbe r (if issued)	Non Contri- butory Period (NCP) Days
	-			05-04-2023	05-04-2023			
12	Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts							
	Establishmen t Name & Address	Universa l Account Number	PF Account Number	Date of joining (DD/MM/YYY Y)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)		Non Contri- butory Period (NCP) Days
13	a) International Worker:			Yes		No	✓	
	b) If yes, state country of origin							
	(India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]							

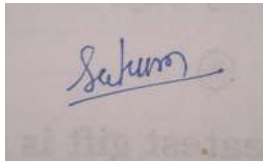
Date - 10-04-2023

Tata Code of Conduct - 2015

I acknowledge that I have received a copy of the Tata Code of Conduct - 2015.

I have read the Tata Code of Conduct - 2015 and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd, I am required to comply with the guidelines prescribed therein and failure to do so may result in my ceasing working on any projects connected with Tata Communications Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Tata Code of Conduct, I must promptly report the violation to the Ethics Counsellor, Ethics Helpline and/or any other Designated Authority of Tata Communications Ltd or my employer.

A rectangular box containing a handwritten signature in blue ink. The signature appears to be 'Satyam' followed by a surname, possibly 'Danwale', though it is partially obscured and stylized.

Signature :

Full Name : Mr. Satyam Dhanaji Danwale

Department/Function/BU : -

Name and Address of the Vendor/Agency: Lobo Staffing Solutions Pvt Ltd, Prabhadevi Ind. Estate, 212, 2nd Floor, V.S. Marg, Opp Siddhivinayak Temple, Prabhadevi, Mumbai 400025

Undertaking for POSH
(Prevention of Sexual Harassment at Workplace)

Date: 10-04-2023

Mr. Satyam Dhanaji Danwale
Employee Code: TCL15237

Dear Sir/ Madam

I am Mr. Satyam Dhanaji Danwale working in Lobo Staffing Solutions Pvt Ltd ("Company"), appointed under Fixed Term Contract for a period of 1 year from Dated: 10-04-2023 and deputed with Tata Communications [India Entity] Limited ("Client").

Through this undertaking I affirm and acknowledge that I have understood the contents of POSH and affirm to the Company and Client that I will abide with all the terms and conditions read and explained to me by the Company and its client, I further acknowledge that for any violation under POSH, I myself will be liable for the same and the Company and Client can validly initiate appropriate disciplinary proceedings/ enquiry against me as per law including discontinuation of my contract and holding of my salary.

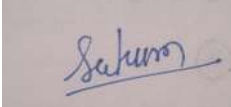
POSH Violation includes any unwelcomed sexual behavior directly or indirectly. Some of these are:

- Physical contact and advances,
- A demand or request for sexual favors
- Sexually colored remarks
- Showing pornography
- Threats, Innuendoes
- Touching, Patting, Pinching Comments about physical appearance
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- Any type of Sexual communications, unwelcomed gestures conduct.

I acknowledge that I have understood the contents of this undertaking for POSH and for any violation under the said act directly or indirectly I myself will be liable for the same and the Company and the Client can initiate appropriate disciplinary proceedings/ enquiry against me as per law including discontinuation of my contract and holding of my salary.

Staffer Name: Mr. Satyam Dhanaji Danwale
Date: 10-04-2023

Employee Sign:



The image shows a handwritten signature in blue ink on a light-colored background. The signature appears to be 'Satyam' followed by a surname, though it is partially obscured. The signature is written in a cursive style.

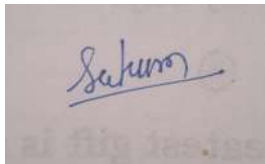
Date - 10-04-2023

Dignity at Workplace

I acknowledge that I have received a copy of the Dignity at Workplace policy.

I have read the Dignity at Workplace policy and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd., I am required to comply with the Dignity at Workplace prescribed therein and failure to do so may result in to my ceasing working on any projects connected with Tata Communications Ltd/Tata Communications Transformation Services Ltd/Tata Communications Payment Solutions Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Dignity at Workplace policy, I must promptly report the violation to my employer (Vendor).

A photograph of a handwritten signature in blue ink on a light-colored surface. The signature appears to be 'Satyam' followed by a surname, possibly 'Danwale', though the last part is less distinct.

Signature:

Full Name: Mr. Satyam Dhanaji Danwale

Department/Function/BU:

Name and Address of the Vendor/Agency: Lobo Staffing Solutions Pvt Ltd. Prabhadevi Ind Estate, 212, 2nd Floor, Veer Savarkar Marg, Prabhadevi, Mumbai 400025

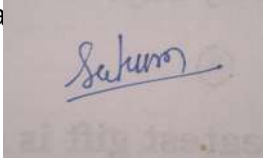
Date - 10-04-2023

Information security Acceptable Use Policy for Employee and Contractors

I acknowledge that I have received a copy of the Information security - Acceptable Use Policy for Employee and Contractors.

I have read the **Information security Acceptable Use Policy** for Employee and Contractors and I hereby acknowledge that as an employee of a vendor of Tata Communications Ltd., I am required to comply with the guidelines prescribed therein and failure to do so may result in my ceasing working on any projects connected with Tata Communications Ltd, disciplinary action from my employers including termination and, if applicable, any other legal action in the court of law.

I understand that if I have a concern about any violation or a potential violation of the Information security Acceptable Use Policy for Employee and Contractors, I must promptly report violation to the Global information security group (sirt@tatacommunications.com), CISO of Tata Communications Ltd. Employer.



Signature:

Full Name: Mr. Satyam Dhanaji Danwale

Department/Function/BU:

Name and Address of the Vendor/Agency: Lobo Staffing Solutions Pvt Ltd. Prabhadevi Ind Estate, 212, 2nd Floor, Veer Savarkar Marg, Prabhadevi, Mumbai 400025

Date: 27/09/2024

Sub: Offer Letter

Dear ABHISHEK SANJAY KADAM

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 03.20 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



For NOETIC Lab Pvt Ltd



Date: 12/04/2020

Sub: Offer



SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. AJIT JADHAO

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹14.90PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



synechron technologies pvt. ltd

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear Akash Parave

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹2.00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited



Date: 19/08/2024

Sub: Offer Letter

Dear Harshad Kumbhar

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 240000 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Date: 12/04/2020

Sub: Offer



Date: 18.12.2024

Subject: Offer of Employment

Dear Akshay Ghule

We are pleased to offer you the position of Consultant in ICICI Bank Ltd, effective

Compensation:

Your annual base salary will be ₹ 3.20PA Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Ashok Leyland Ltd offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our ICICI Bank Ltd.

team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,



For ICICI Bank Ltd



Manpower Group India Pvt Ltd
Viman Nagar Road Unit -1, 8th Floor
Fountainhead Commercial Tower-1
Phoenix Market City, Maharashtra 411014
Email: enquiry@manpowergroup.com

Date : 16.11.2024

Dear Amol Shinde

Subject: Offer of Employment for the Position of Account Assistance.

We are delighted to offer you the position of **Account Assistance**. at Manpower Group India Pvt Ltd. After a thorough review of your qualifications and experience, we are confident that you will make a significant contribution to our team.

Compensation and Benefits:

- **Annual Salary: ₹1.91PA**
- **Other Benefits:**
 - **Health insurance including**
 - **Provident Fund (PF)**
 - **Gratuity**
 - **Other benefits, e.g., performance bonuses, travel allowances**

Employment Terms:

- **Probation Period:** 12 Month
- **Working Hours:** 9:00 AM to 6:00 PM, Monday to Friday
- **Leave Entitlement:** As per company Norms
- **Other Policies:** You will be governed by the company's policies and procedures, which will be provided to you upon your joining.

Please confirm if this date is suitable for you, or if you require any adjustments.

Conditions of Offer:

1. **Pre-employment Checks:** This offer is contingent upon the successful completion of pre-employment checks, including background verification and reference checks.
2. **Employment Agreement:** You will be required to sign a formal employment agreement. This document will detail your job responsibilities, compensation, and other employment terms.
3. **Confidentiality and Compliance:** As part of your role, you will be expected to adhere to our confidentiality agreements and comply with all company policies.

Acceptance of Offer:

To accept this offer, please sign and return this letter by [Acceptance Deadline Date]. You may send the signed offer letter via email to enquiry@manpowergroup.com or mail it to the address provided above.

Contact Information:

Should you have any questions or need further clarification, please contact via email at enquiry@manpowergroup.com.

We are excited about the possibility of you joining our team and are confident that you will find this role both challenging and rewarding. We look forward to receiving your acceptance and to welcoming you to Manpower Group India Pvt Ltd.

Enclosures:

1. Job Description
2. Employee Handbook (if applicable)
3. Pre-employment Forms (if applicable)



For Manpower Group India Pvt Ltd

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 25.10.2024

Subject: Offer of Employment

Dear Akshay Jadhav

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹2,40,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "Akshay Jadhav", with a long horizontal stroke extending to the right.

Date: 28/07/2024

Sub: Offer Letter

Dear AKSHAY SHRIKANT JADHAV

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 4.00 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



For NOETIC Lab Pvt Ltd



Date: 12/04/2020

Sub: Offer





Manpower Group India Pvt Ltd
Viman Nagar Road Unit -1, 8th Floor
Fountainhead Commercial Tower-1
Phoenix Market City, Maharashtra 411014
Email: enquiry@manpowergroup.com

Date : 16.11.2024

Dear Amol Shinde

Subject: Offer of Employment for the Position of Account Assistance.

We are delighted to offer you the position of **Account Assistance**. at Manpower Group India Pvt Ltd. After a thorough review of your qualifications and experience, we are confident that you will make a significant contribution to our team.

Compensation and Benefits:

- **Annual Salary: ₹2.91PA**
- **Monthly Salary: ₹24250**
- **Other Benefits:**
 - **Health insurance including [details]**
 - **Provident Fund (PF)**
 - **Gratuity**
 - **Other benefits, e.g., performance bonuses, travel allowances**

Employment Terms:

- **Probation Period:** 12 Month
- **Working Hours:** 9:00 AM to 6:00 PM, Monday to Friday
- **Leave Entitlement:** As per company Norms
- **Other Policies:** You will be governed by the company's policies and procedures, which will be provided to you upon your joining.

Please confirm if this date is suitable for you, or if you require any adjustments.

Conditions of Offer:

1. **Pre-employment Checks:** This offer is contingent upon the successful completion of pre-employment checks, including background verification and reference checks.
2. **Employment Agreement:** You will be required to sign a formal employment agreement. This document will detail your job responsibilities, compensation, and other employment terms.
3. **Confidentiality and Compliance:** As part of your role, you will be expected to adhere to our confidentiality agreements and comply with all company policies.

Acceptance of Offer:

To accept this offer, please sign and return this letter by [Acceptance Deadline Date]. You may send the signed offer letter via email to enquiry@manpowergroup.com or mail it to the address provided above.

Contact Information:

Should you have any questions or need further clarification, please contact via email at enquiry@manpowergroup.com.

We are excited about the possibility of you joining our team and are confident that you will find this role both challenging and rewarding. We look forward to receiving your acceptance and to welcoming you to Manpower Group India Pvt Ltd.

Enclosures:

1. Job Description
2. Employee Handbook (if applicable)
3. Pre-employment Forms (if applicable)



For Manpower Group India Pvt Ltd

Future Generali India Life Insurance Co. Ltd
402, 4th Floor, Moziac Commercial Complex
Pune-40

Date 27.01.2024

To BHOSALE RAJRATNA JITENDRA

Subject: Offer of Employment

We are pleased to offer you the position of Executive at Future Generali India Life Insurance Co. Ltd. Your annual salary will be INR 3,60,000 payable on a monthly basis.

Benefits include [briefly list benefits if applicable, such as health insurance, paid time off, etc.]. Your employment is scheduled to begin on [Start Date] and will be subject to a probation period, e.g., 6 months probation period.

Please sign and return this letter by Mail to confirm your acceptance. We are excited about the prospect of you joining our team and contributing to our continued success.

Sincerely,

For Future Generali India Life Insurance Co. Ltd



Signature: _____



Date: 18.12.2024

Subject: Offer of Employment

Dear GAIKWAD ABHISHEK DATTATRAY .

We are pleased to offer you the position of Consultant in Ashok Leyland Ltd, effective

Compensation:

Your annual base salary will be ₹ 4.00PA Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Ashok Leyland Ltd offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Ashok Leyland Ltd team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,

A handwritten signature in purple ink, appearing to be 'ABHISHEK DATTATRAY'.

For Ashok Leyland Ltd

Date : 18.09.2023

MR. GANESH RAMBHAU SHINDE

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹3.00 PA
- **Terms and Conditions:**
 1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
 2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
 3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.

Date : 18.09.2023

MR. GHADGE PRANITA DILIP

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹3.00 PA
- **Terms and Conditions:**
 1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
 2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
 3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.

Date: 18.12.2024

Subject: Offer of Employment

Dear GHULE AKSHAYDATTA RAJARAM

We are pleased to offer you the position of Consultant in ICICI Bank Ltd, effective

Compensation:

Your annual base salary will be ₹ 3.20PA Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Ashok Leyland Ltd offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our ICICI Bank Ltd.

team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,



For ICICI Bank Ltd

Date: 21/01/2024

Sub: Offer Letter

Dear Harshad Kumbhar

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 320000 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Date: 12/04/2020

Sub: Offer





Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. HRISHIKESH PANDHARINATH NARUTE

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹350000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear INJEKAR PRATIK SANJAY

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹4,00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "Pratik Sanjay Injekar", with a stylized flourish at the end.

Date : 19.08.2024

MR. JADHAO RAMESHRI SITARAM

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹4.10 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.

Future Generali India Life Insurance Co. Ltd
402, 4th Floor, Moziac Commercial Complex
Pune-40

Date 27.01.2024

To. KAMBLE ARUNDHATI AJAY
Subject: Offer of Employment

We are pleased to offer you the position of Executive at Future Generali India Life Insurance Co. Ltd. Your annual salary will be INR 3,60,000 payable on a monthly basis.

Benefits include [briefly list benefits if applicable, such as health insurance, paid time off, etc.]. Your employment is scheduled to begin on [Start Date] and will be subject to a probation period, e.g., 6 months probation period.

Please sign and return this letter by Mail to confirm your acceptance. We are excited about the prospect of you joining our team and contributing to our continued success.

Sincerely,

For Future Generali India Life Insurance Co. Ltd



Signature: _____

Date : 19.08.2024

MR. KHATAVKAR SHRADDHA GURUPRSAD

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹3.00 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.

Date : 19.08.2024

MR. KHAWALE GAURI LALA

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹2.10 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.



Date: 18.12.2024

Subject: Offer of Employment

Dear KIRAN KARAD

We are pleased to offer you the position of Consultant in Ashok Leyland Ltd, effective

Compensation:

Your annual base salary will be ₹ 4.00PA Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Ashok Leyland Ltd offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Ashok Leyland Ltd team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,

A handwritten signature in purple ink, appearing to be 'A. S. M.', written over a horizontal line.

For Ashok Leyland Ltd

Date: 27/09/2024

Sub: Offer Letter

Dear KUMBHAR HARSHAD SHIVAJI

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 04.17 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



For NOETIC Lab Pvt Ltd



Date: 12/04/2020

Sub: Offer





Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. MORE ATHARVA DEVENDRA

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹350000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 20.09.2023

To Mrunalini Jadhav

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹2.00 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:



Whirlpool India Limited
Ranjagaon , Tal-Shirur,
Pune-412210
Date : 11.11.2023

Offer Letter

To: Mr. Nishant Kambale

Dear Nishant Kambale

We are pleased to offer you the position of **Human Resources Manager** at Whirlpool India Limited, effective [Start Date]. Your annual base salary will be **Twelve Lakhs Rupees (INR 12,00,000/-)** per annum.

Job Responsibilities:

As Human Resources Manager, you will be responsible for:

- List of key responsibilities, including talent acquisition, employee relations, performance management, compensation and benefits, training and development, etc.

Benefits:

In addition to your base salary, Whirlpool India Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment with Whirlpool India Limited is subject to the following terms and conditions:

- **At-Will Employment:** Your employment is at-will, meaning either party may terminate the employment relationship at any time, for any reason, with or without cause.
- **Confidentiality:** You agree to maintain the confidentiality of all proprietary information and trade secrets of Whirlpool India Limited.
- **Non-Compete:** [include a non-compete clause if applicable, specifying restrictions on your ability to work for competitors after leaving the company]
- **Non-Solicitation:** Include a non-solicitation clause if applicable, specifying restrictions on your ability to solicit Whirlpool India Limited's customers or employees after leaving the company



Acceptance:

To accept this offer, please sign and date a copy of this letter and return it to email at We look forward to having you join our team at Whirlpool India Limited.

Sincerely,

A handwritten signature in blue ink, appearing to read "S. K. Singh", written in a cursive style.

For Whirlpool India Limited

Bajaj Finserv Ltd

Shop No 3, Sy No 364, Ground Floor
Deccan, Jangali Maharaj Rd
Near Pashanakar Auto
Shivajinagar, Pune, Maharashtra 411005

Date : 20.08.2023**Mr. Omkar Mohite****Subject: Offer of Employment**

We are pleased to offer you the position of Marketing Manager at Bajaj Finserv Ltd [Supervisor's
Your annual compensation will be INR 4 Lakh paid monthly.

Benefits include health insurance, **30** days of paid time off per annum, and eligibility for our retirement benefits plan. Your employment will begin on **01.09.2023**, and is subject to a probation period, e.g., 6-month probation period.

Please sign and return this letter by [to confirm your acceptance. Your start date and further details will be confirmed upon receipt.

We look forward to you joining our team. For any questions, feel free to contact us.

Sincerely,

For Bajaj Finserv Ltd**Acceptance of Offer**

I, Mr. Yadav Digambar Jagannath, accept the offer of employment for the position of [Position Title] with Bajaj Finserv Ltd.



Signature: _____

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 18.10.2024

To Prajakta Walgude

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹3.80 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:

Future Generali India Life Insurance Co. Ltd
402, 4th Floor, Moziac Commercial Complex
Pune-40

Date 27.01.2024

To. PRASAD BHANUDAS JADHAV
Subject: Offer of Employment

We are pleased to offer you the position of Executive at Future Generali India Life Insurance Co. Ltd. Your annual salary will be INR 3,60,000 payable on a monthly basis.

Benefits include [briefly list benefits if applicable, such as health insurance, paid time off, etc.]. Your employment is scheduled to begin on [Start Date] and will be subject to a probation period, e.g., 6 months probation period.

Please sign and return this letter by Mail to confirm your acceptance. We are excited about the prospect of you joining our team and contributing to our continued success.

Sincerely,

For Future Generali India Life Insurance Co. Ltd



Signature: _____



Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 23.09.2024

MR. Prasad Jadhav

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹250000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 01.08.2024

To: Pratiksha

Subject: Offer of Employment - Customer Executive

Dear Pratiksha

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹1.80 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:



Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 27.10.2023

MR. Rahul Wandre

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹270000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. RAJ KUMAR

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹3.20 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



synechron technologies pvt. ltd



Date: 01.09.2024

Subject: Offer of Employment

Dear Rajesh Pawar

We are pleased to offer you the position of Consultant in JSDK & Associate, effective 30.09.2024

Your Responsibilities:

As a Consultant in JSDK & Associate, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹ 2.90 Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

JSDK & Associate offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our JSDK & Associate team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,

A handwritten signature in purple ink, appearing to be 'Rajesh Pawar', is written over a horizontal line.

For JSDK & Associate

SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. ROHAN DHARMRAJ JADHAV

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹5.04 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



synechron technologies pvt. ltd

Date : 18.09.2023

MR. ROMAN ROHIT GAJANAN

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹4.00 PA
- **Terms and Conditions:**
 1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
 2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
 3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Mobiloitte Technologies India Pvt. Ltd.

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear SANAP JAGANNATH SHRIRAM

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹4,00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "J. Jagannath Shriram", written over a faint circular stamp.

SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 19.08.2024

MR. SATYAM DHANAJI DANAWALE

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹5.04 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



synechron technologies pvt. ltd

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 18.10.2024

To Shrutika Pawar

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹2.16 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:



Date: 01.09.2024

Subject: Offer of Employment

Dear Snehal Jadhav

We are pleased to offer you the position of Consultant in JSDK & Associate, effective 30.09.2024

Your Responsibilities:

As a Consultant in JSDK & Associate, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹3,12,000 (Rupees Three Lakhs Twelve Thousand Only). Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

JSDK & Associate offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our JSDK & Associate team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,

A handwritten signature in purple ink, appearing to be 'Snehal Jadhav', is written over a horizontal line.

For JSDK & Associate

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear Snehal Kidrat

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹1.08,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited



3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear SOURABH SUNIL JAGTAP

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹4,00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "S. Jagtap", with a long horizontal stroke extending to the right.



Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 23.09.2024

MR. Swapnil Shinde

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹270000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 18.10.2024

To Mrunalini Jadhav

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹5.00 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:

Dear Ms. Tushar Patil

Date 23.11.2024

Subject: Offer of Employment for the Position of HR

We are pleased to offer you the position of **HR** at Tuljai HR Pvt Ltd. We were impressed with your background and are confident that you will be a great addition to our team.

Position Details:

- **Position:** HR
- **Department:** Human Resources
- **Location:** Pune

Compensation and Benefits:

- **Annual Salary:** ₹ 2.08PA

Terms and Conditions:

1. This offer is contingent upon the successful completion of all pre-employment checks, including background verification and reference checks.
2. You will be required to sign a formal employment contract upon accepting this offer. The contract will outline your job responsibilities, compensation details, and other employment terms.
3. Your employment will be subject to the company's policies and procedures, which may be updated periodically.

Acceptance:

Please confirm your acceptance of this offer by signing and returning this letter . You may send the signed letter via email to mail it to the address provided above.

We are excited about the opportunity to work with you and look forward to the positive impact you will make. If you have any questions or require additional information, please do not hesitate to contact HR Representative's. Congratulations on your offer, and we look forward to welcoming you to Tuljai HR Pvt Ltd.

For Tuljai HR Services


Mr. Vishwajeet Kadam
Director



I confirm that the above terms and conditions are a correct reproduction of what I have discussed and agreed upon with the management.

Date: 03/01/20

Signature:

📍 Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.
☎ 9923622288, 8856886015 ✉ tuljaihrservices@gmail.com

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 20.09.2023

To: Uadhav Wakare

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹2.35Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:

SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 19.08.2024

MR. UNNATI VIJAYRAO KALE

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹4.00 PA

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



synechron technologies pvt. ltd

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear Vaibhav Sathave

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹4,00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "Vaibhav Sathave", with a stylized flourish at the end.

Just Dial Ltd.

**501/B Wing 5th Floor, Palm Court Building M, New Link Road,
Malad West, Mumbai - 400064**

Offer Letter

Date: 11.4.2023

To VISHAL NAMDEO PAWAR

Subject: Offer of Employment - Customer Executive

We are pleased to offer you the position of Customer Executive at Justdial Pvt. Ltd.,

Your Role:

As a Customer Executive, you will play a key role in providing exceptional customer service and building strong relationships with our users. Your primary responsibilities include:

- Answering customer inquiries through phone, email, and chat.
- Identifying customer needs and providing accurate information and solutions.
- Processing customer orders and subscriptions.
- Resolving customer complaints and issues efficiently.
- Maintaining accurate customer data and records.
- Promoting Justdial's products and services to potential customers.
- Contributing to a positive and professional work environment.

Compensation & Benefits:

- **Salary:** Your annual base salary will be ₹5.04 Lakh PA
- **Benefits:** We offer a competitive benefits package, including:
 - Health Insurance
 - Provident fund.
 - Traveling Allowance
 - Mobile Allowance
 - Incentive

Employment Terms:

- **Employment Type:** Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.
- **Work Location:** You will be primarily working at our Pune office.
- **Work Schedule:** The standard work schedule is 9 hours per week, the work schedule, such as Monday-Friday, 9:00 AM to 5:00 PM
- **Background Check:** This offer is contingent upon the successful completion of a background check.

Next Steps:

If you accept this offer, please sign and return a copy of this letter to Mail . Upon receipt of your signed acceptance, we will provide you with further details regarding your employment, including onboarding paperwork and a detailed benefits package overview.

We are excited to welcome you to the Justdial team! We believe your skills and experience will be a valuable asset to our customer service department.

Sincerely,

Justdial Pvt. Ltd.

Acceptance:

I hereby accept the offer of employment as described above.



Signature

Date:



Biostadt India Limited
Poonam Chambers,
'A' Wing, 6th Floor,
Dr. A. B. Road, Worli,
Mumbai - 400 018, India
Date:08.09.2024

Subject: Offer of Employment

Dear Vishal Pawar

We are pleased to extend an offer of employment to you for the position of HR Assistant at Biostadt India Limited. We were impressed with your qualifications and are excited about the skills and experience you will bring to our team.

1. Position

Your position will be HR Assistant. You will report to [Supervisor's Name/Title], and your primary duties and responsibilities will be outlined in your job description, which will be provided to you upon your start date.

2. Compensation

Your annual compensation will be INR 4,40,000 (Four Lakhs Forty Thousand Only) per annum. This amount will be paid to you on a monthly basis, subject to statutory deductions as per prevailing laws.

3. Benefits

In addition to your salary, you will be eligible for the following benefits:

Health Insurance : You and your immediate family will be covered under our health insurance plan.

Paid Time Off (PTO): You will be entitled to [number] days of paid time off per annum.

Retirement Benefits: You will be eligible for the company's retirement benefits plan.

Other Benefits: Details regarding other benefits, such as employee wellness programs and allowances, will be shared during your onboarding process.



4. Employment Terms

Your employment with Biostadt India Limited will be subject to a probation period of [probation period, e.g., 6 months]. During this period, your performance and suitability for the role will be evaluated. Upon successful completion of the probation period, your employment will be confirmed.

5. Work Schedule

Your regular working hours will be from [Start Time] to [End Time], [Monday to Friday]. You may be required to work additional hours as necessary to fulfill your job responsibilities.

6. Commencement Date

Your expected start date will be [Start Date]. Please report to [Location] at [Start Time] on your first day. If for any reason you are unable to commence on this date, please inform us as soon as possible.

7. Conditions of Employment

This offer is contingent upon the completion of all pre-employment background checks and verification of the information provided. This letter does not constitute a contract of employment for any specific duration. Employment with Biostadt India Limited is at-will, meaning that either you or the company may terminate employment at any time, with or without cause or notice.

8. Acceptance

Please sign and return a copy of this letter by [Acceptance Deadline], indicating your acceptance of this offer. This will allow us to prepare for your onboarding and ensure a smooth transition into your new role.

We are excited about the prospect of you joining our team and contributing to the success of Biostadt India Limited. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan".

Signature: _____

Date: _____

3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 25.10.2024

Subject: Offer of Employment

Dear Vishal Sawant

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹2,40,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited





Yes Bank Limited
SN 16 to 18, Ground Floor,
Westend Plaza, New DP Rd,
Aundh, Pune, Maharashtra 411007

Date : 17.1.2024

MR. Vishal Sonawane

Subject: Offer of Employment

We are pleased to offer you the position of **Assistant** at Yes Bank Limited. We were impressed with your qualifications and experience, and we believe that you will be a valuable addition to our team.

Salary and Benefits:

- **Annual Salary:** ₹350000

(Terms and Conditions:

1. This offer is contingent upon your acceptance of the terms and conditions outlined in this letter and the successful completion of any pre-employment checks, including but not limited to background verification.
2. You will be required to sign a formal employment agreement upon your acceptance of this offer.
3. Your employment with Yes Bank will be governed by the company's policies and procedures, which are subject to change from time to time.

Please sign and return a copy of this offer letter to confirm your acceptance of this offer. You can send the signed letter to mail it to the address mentioned above.

We look forward to welcoming you to Yes Bank and are excited about the contributions you will make to our team.

Congratulations once again, and we look forward to your positive response.

Yours sincerely,



Yes Bank Limited

Date: 18.12.2024

Subject: Offer of Employment

Dear WAGHMODE SAGAR BHUJANGRAO

We are pleased to offer you the position of Consultant in ICICI Bank Ltd, effective

Compensation:

Your annual base salary will be ₹ 3.20PA Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Ashok Leyland Ltd offers a competitive benefits package, including:

Your employment will be on a Permanent basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our ICICI Bank Ltd.

team. We look forward to your contributions to our company.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

Sincerely,



For ICICI Bank Ltd

Date: 28/07/2024

Sub: Offer Letter

Dear WALMIKI SUJIT AMIT

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with **CTC Rs. 4.00 PA.**

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



For NOETIC Lab Pvt Ltd



Date: 12/04/2020

Sub: Offer



3rd Floor, Kavarana Building, Lokmanya Tilak Rd, Dhobi Talao, Lohar Chawl, Kalbadevi,
Mumbai, Maharashtra 400002

Offer Letter

Date: 19.08.2024

Subject: Offer of Employment

Dear WANDARE RAHUL VILAS

We are pleased to offer you the position of Assistant Manager in Supply Chain Management at Reliance Industries Limited,

Your Responsibilities:

As an Assistant Manager in Supply Chain Management, your primary responsibilities will include:

Compensation:

Your annual base salary will be ₹4,00,000 .Your compensation will be subject to applicable taxes and deductions as per the laws of India.

Benefits:

Reliance Industries Limited offers a comprehensive benefits package, including:

Employment Terms:

Your employment will be on a Contractual basis, subject to the terms and conditions of our standard employment agreement.

We believe that your skills and experience will be a valuable asset to our Supply Chain Management team. We look forward to your contributions to Reliance Industries Limited.

Please sign and return a copy of this offer letter to Mail Upon receipt of your signed acceptance, we will provide you with further details regarding your employment.

For Reliance Retail Limited

A handwritten signature in blue ink, appearing to be "J. J. J.", with a long horizontal stroke extending to the right.

Date : 7 January 2023

Dear Bavalekar Digvijay Ashok

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Bhadale Prajakta Pandurang

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Bhargude Pratiksha Raju

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Bhave Piyusha Maruti

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Bhise Samruddhi Ashok

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Bhuwad Rohit Santosh

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Chougule Rutuja Rajendra

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Deokar Pooja Kiran

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Dhaygude Rutvik Vitthal

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 7 January 2023

Dear Hivarkar Pranali Bapu

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 28 January 2023

Training Period : 28 January 2023 to 5-February-2023 - (Unpaid)

OJT Start Date: 8-February-2023

OJT End Date: 5-August-2023

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Inamke Nikita Rajendra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

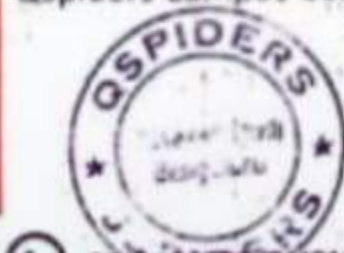
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Ingale Vishal Navnath

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

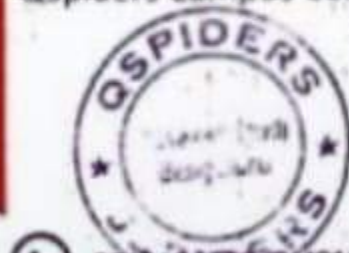
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Ingulkar Shweta Rajendra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

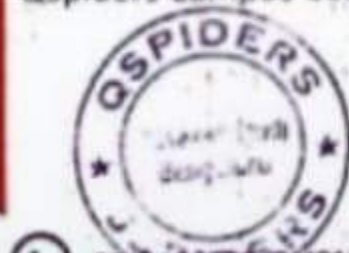
Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards
Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Jadhav Darshana Bharat

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Jadhav Rajashri Rajendra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Jadhav Shivani Machindra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
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Thank & Regards

Qspiders Campus Connect Team.

USN NO



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28 August 2022

HRD/3T/21-22/1001716054

Mr.

Jadhav Shradha Sanjay

Dear

Jadhav Shradha Sanjay

SUB: LETTER OF INTENT TO HIRE

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RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



OFFER LETTER

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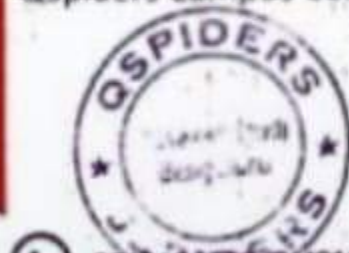
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28 August 2022

HRD/3T/21-22/1001716054

Mr.

Jagdale Chaitrali Bhagwan

Dear

Jagdale Chaitrali Bhagwan

SUB: LETTER OF INTENT TO HIRE

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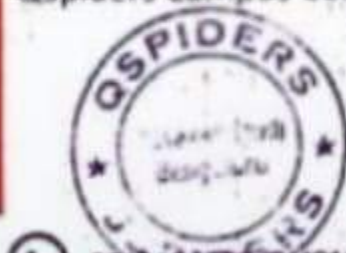
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28 August 2022

HRD/3T/21-22/1001716054

Mr.

Jagdale Rohit Tukaram

Dear

Jagdale Rohit Tukaram

SUB: LETTER OF INTENT TO HIRE

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RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



OFFER LETTER

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28 August 2022

HRD/3T/21-22/1001716054

Mr.

Jawalkar Anurag Sunil

Dear

Jawalkar Anurag Sunil

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28 August 2022

HRD/3T/21-22/10017160

Ms. Kad Rutuja Anil

Dear Kad Rutuja Anil

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OFFER LETTER

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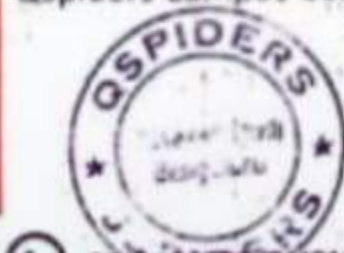
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28 August 2022

HRD/3T/21-22/1001716054

Mr. Kadam Atharva Anand

Dear Kadam Atharva Anand

SUB: LETTER OF INTENT TO HIRE

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OFFER LETTER

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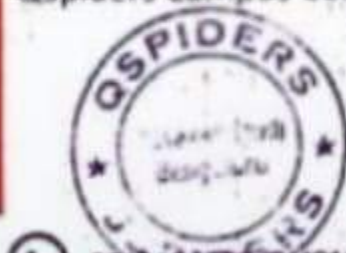
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OFFER LETTER

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OFFER LETTER

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We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

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Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Mandhare Pranav Shahaji

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OFFER LETTER

Dear, ||Mane Shreyas Sunil

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OFFER LETTER

Dear, ||Mitkari Moneshwari Rajendra

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Devika

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OFFER LETTER

Dear, ||More Sudanshu Harish

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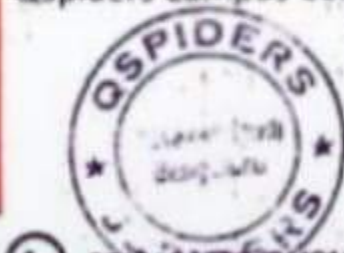
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OFFER LETTER

Dear, Mungase Sanket Sanjay

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OFFER LETTER

Dear, Naik Pritesh Nandkumar

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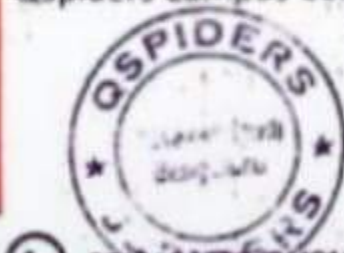
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OFFER LETTER

Dear, **Narwade Komal Shrikant**

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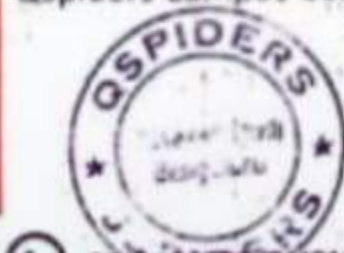
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Devika

Thank & Regards

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OFFER LETTER

Dear, Nigade Aishwarya Ashok

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OFFER LETTER

Dear, Nikam Viraj Santosh

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OFFER LETTER

Dear, **Ovhal Priyanka Gautam**

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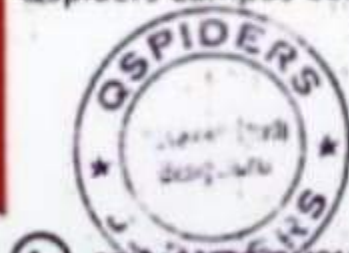
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OFFER LETTER

Dear, **Pardeshi Arvind Rajkumar**

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr Shilwant Shashank Ravindra

Dear Shilwant Shashank Ravindra

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr Shinde Mrunal Chandrakant

Dear Shinde Mrunal Chandrakant

Sub: Letter of Offer

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr Shinde Yadnesh Gulabrao

Dear Shinde Yadnesh Gulabrao

Sub: Letter of Offer

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Ms. Sonali

Dear Sonali

Sub: Letter of Offer

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr. Sonar Shreyas Praveen

Dear Sonar Shreyas Praveen

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr. Suryanand

Dear Suryanand

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Ms. Sutar Supriya Sudhakar

Dear Sutar Supriya Sudhakar

Sub: Letter of Offer

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Ms. Talekar Priti Ankush

Dear Talekar Priti Ankush

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Ms.Talekar Rutuja Rajendra

Dear Talekar Rutuja Rajendra

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Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr.Ughade Shriram Gaurishankar

Dear Ughade Shriram Gaurishankar

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28 August 2022

HRD/3T/21-22/10017160

Ms. Kad Rutuja Anil

Dear Kad Rutuja Anil

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2022 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



Offer: Computer Consultancy

Date: 14-MARCH-2023

Mr.Zalate Pramod Hanumant

Dear Zalate Pramod Hanumant

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

04-Nov-2021

Dear Sawant Kaustubh Narendra
Candidate ID- 248888503

Thank you for exploring career opportunities with Inditech Electrosystem Pvt.Ltd
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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Inditech is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Inditech 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 Inditech you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Inditech

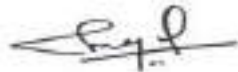
Post joining as Inditech as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training Inditech reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training Inditech reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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 Inditech 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:

Date: 16/12/2023

Service Certificate

This is to certify that Mr. Yogesh P.No: 00743803 has been an active employee of L & T Defence 20 dec.2022 to 16 Apr..2023

Ms. Shalini had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at L & T ; Passenger Vehicles Ltd was 101879114642

We wish Mr. Yogesh the very best for future endeavours.

For L & T Passenger Vehicles Limited,



Abhishek Thigale
Senior Manager,
Employee Relations.

**L&T Defence**



Letter of Initial Offer

Date : 15/05/2022

Mr. Mahesh Swamirani Kulkarni

Pune.

Dear Swamirani

Welcome to INITIATIVE ENGINEERING

It gives us great pleasure to offer the role of Asst. Engineer, for which you interviewed with us.

This job, as explained to you, is in the TECHNICAL Grade E of our company. The compensation and other benefits that you would be entitled to are stated in the enclosure to this letter. We request you to go through the same and return the enclosed duplicate copy of this letter in acceptance of the same.

Accordingly, we will arrange to issue to you a detailed letter of appointment on the date of your joining us, which we agreed between us will be any day on or before : 15/05/2022

We look forward to you joining our team. We are sure that you will have a bright career with our company.

We take this opportunity to welcome you and your family into the folds of our company.

Kind Regards

A handwritten signature in black ink, appearing to read "D. D. D. D. D.", written over a horizontal line.

Initiative Engineering
Manager



15 Jan 2022

To,
Landge Prashik Rahulrao

SUB- APPOINTMENT AS A PRODUCTION DEPARTMENT

Dear Mr.Prashik

With reference to your application and the subsequent interview you had with our client, we are pleased to appoint you for **Testing Engineer in production** department at our client REEComps PVT LTD Shivane, Pune on the following terms and conditions contained in this letter and the Annexure-I attached herewith:

1. **Date of joining** :
This appointment will be effective from the date of your joining i.e. with effect from 15 Jan 2022
2. **Remuneration:**
During training, your remuneration will be as per Minimum Wages Act (Maharashtra State) in semi-Skilled category (remuneration structure is attached herewith).
3. **Termination** :
During the period of your training of one year, our client reserves the right to terminate your training at any time without any notice in case your progress is not satisfactory.
4. **Placement & Transfer** :
Based on the functional requirements, you will be transferred to any other department and/ or location with due intimation to you in writing.
5. **Working Hours** :
You will abide by shift or duty hours that may be fixed in your case from time to time by the client as per laws of land.
One-month notice period is mandatory.
6. **General**



Reecomps
Tele-services

- i. You will abide by the Standing Orders and/ or Regulations applicable to you, which are in force for the time being or may be framed from time to time.
- ii. You will not divulge to any unauthorized person/s any of this Company's trade secrets or affairs.
- iii. You will be required to undergo a medical examination with the Doctor for medical fitness. You will submit fitness certificate medically certified by qualified practitioner (MBBS or above).

You are requested to communicate your acceptance of the above terms and conditions, and report on date of joining at our client's address mentioned below.

You are also requested to bring 3 photographs and photocopies of certificates in support of your educational qualification, date of birth, and relevant documents required for employment purpose.

We once again welcome you, and look forward to your commitment and dedication. We wish you a fulfilling and successful career.

For P P Enterprises.

R. S. Pawar

Ramesh Pawar



Reecomps
Tele-services



Date: 20/06/2022



To:

Gedam Sangharsh Pradiprao
Shop No 13, Undri City Center Mall, near Bishop School, Bellagio,
Undri, Pune, Maharashtra 411060

Subject: Revise Offer of Appointment: Production Department

Dear Sunil,

This is with regard to your Interview, Technical test and the subsequent discussion you had with us.

We are pleased to make you an offer of appointment for soldring in our Factory, as per mutually agreed terms, to be based at Sinhgad Road, Pune. A detailed letter of appointment will be issued to you on 01/07/2022. You can collect the same on 01 July 2022. Should this offer be acceptable to you, kindly send back duplicate copy of this letter, duly signed, mentioning thereon "Accepted" as to reach us by 26/06/2022.

We would expect you to join on 01 July 2022, subject to your meeting the requirement. In the event of your not joining by then, this offer shall automatically stand withdrawn and cancelled and you have to pay one month Gross Salary as noncompliance to this offer.

Please bring the list of documents as mentioned in Annexure-I at the time of joining.



To, **Sawant Vaibhav Vishwas**
 Name
 Designation : QC Engineer

Employee No. : 051754
 Grade : PE-5

Subject: Confirmation with Revision in salary structure.

Based on your performance appraisal, your services are confirmed. Management is pleased to upgrade your existing grade PE-6 To PE-5 & salary structure with an increment of Rs. 1800/- w.e.f. 1st March 2022. Your revised salary structure is as follows.

		Monthly Earnings	Annual Earnings
A)	BASIC SALARY COMPONENTS		
	Basic	Rs. 8073	96876
	HRA	Rs. 3229	38748
	Assignment Allowance/FBA	Rs. 1828	21936
	Advanced Bonus	Rs. 1400	16800
	Total A	Rs. 14530	174360
B)	STATUTORY EMPLOYER CONTRIBUTIONS		
	Employer PF Contribution	Rs. 1188	14256
	Employer ESIC Contribution	Rs. 427	5124
	Gratuity	Rs. 388	4656
	Total B	Rs. 2003	24036
C)	TOTAL EARNING (A+B)	Rs. 16533	198396
	Daily Commute Bus Expense	Rs. 1710	20520
D)	COST TO COMPANY	Rs. 18243	218916

		Monthly Deductions	Annual Deductions
E)	EMPLOYEE STATUTORY DEDUCTIONS		
	PF Employee	Rs. 1188	14256
	ESIC Employee	Rs. 98	1176
	Profession Tax	Rs. 200	2500
	Income Tax	Rs. As Applicable	
	Total Deductions	Rs. 1486	17932

Attendance Bonus has been merged in your salary structure due to change in Grade.

All other terms & conditions of your employment as per your appointment order will however remain unchanged, except clause no - 09, which is now revised to a one-month notice or pay in lieu thereof, applicable to either sides.

We appreciate your efforts and hope that you will continue with the same zeal and enthusiasm in the organization.

Thanking you,
 For Minilec (India) Pvt. Ltd.

A.Y. Ghaisas
 A.Y. Ghaisas
 Managing Director
 JK

Appointment Acceptance - I have read, understood and accept the above-mentioned terms and conditions.
 Name: Ms. Neelam Ramchandra Pati

Signature

Regional Offices :

Mumbai: Gate No. 201, 2nd Floor, Bharat Ind Estate,
 S. No. 217, Near Shengraha Factory,
 L.E.S. Marg, Borivli (W), Mumbai - 400 078,
 Tel.: 022 25865141 Fax : 25866293 / 22366189
 Email: mumbai@minilecgroup.com

Delhi: 107, Saeet Bhawan,
 Rajaji Nagar, Commercial Complex,
 New Delhi - 110 008 (India)
 Tel.: +91-11-25894732, 25894734
 Email: delhi@minilecgroup.com

Bangalore: 400, "A" Wing, Mittal Tower,
 M.S. Road, Bangalore 560 001 (India)
 Tel.: +91-80-2558 1273/25584744/3109
 +91-80-42186852
 Email: bangalore@minilecgroup.com

Kolkata: 30 B, Subodh Garguly Sarani,
 2nd Floor, Bhawanagar,
 Kolkata - 700 025 (India)
 Tel.: +91-33-24067418 Fax : 24067418
 Email: kolkata@minilecgroup.com



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Bandal Vishal Shivaji
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Bandal Vishal Shivaji,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR& Admin**





Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Bhaskar Akshay Laxman
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Bhaskar Akshay Laxman,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





वीज मंडळ शिकारु उमेदवार स्वयंसेवकगार, सहकारी सेवा संस्था मर्या., सातारा.

नोंदणी क्रमांक : एम.ए.टी./जी.एन.एल./एस./११५/०४-०५ सन २००५ दि. १७/६/२००५

गव्हर्नट विद्युत ठेकेदार परवाना नं. : ठे.क्र. ३४२५४

PAN No. AAAJV0500G

MSEDCL, Vendor No. 100004196

Email :- voojmandalsatara7@gmail.com

GST No.: 27AAAJV0500G1ZH

कार्यालयीन पत्ता :- कपिला पार्क अपार्टमेंट शॉप नं. ३, सुमित्राराजे उद्यान जवळ, सदरबझार, सातारा.

चेअरमन
श्री. सोमनाथ हं. गोडसे
९८६०५५५३३

व्हा. चेअरमन
श्री. संतोष अ. कुंभार

सचिव
वाई व्यवस्थापक
श्री. विजय द. पवार
९७६६६९७८९८

विद्युत पर्यवेक्षक
श्री. व्ही.व्ही. सुर्यवंशी

कराड, व्यवस्थापक
श्री. शैलेंद्र ता. सावंत

सातारा व्यवस्थापक
श्री. निलेश अ. रसाळ

फ्लॅटण व्यवस्थापक
श्री. सतिश शं. जाधव

वडुज व्यवस्थापक
श्री. सतिश श. फडतरे

जा.क्र.

प्रति,

मा.शाखाधिकारी साो.,

नाव-तेजस्वीनी चंद्रकांत भस्मे

कामाचे ठिकाण - रहिमतपूर सबडिव्हिजन

उपविभाग- रहिमतपूर उपविभाग

विषय-हजर जहाल.

संदर्भ-१) अअ/साम/मासोवि/टी-१४/२०२१-२२/०३६७१ दि.१२.०६.२०२१

महोदय,

वरील संदर्भित नर्क ऑर्डरनुसार आपणांस बाह्यस्त्रोत लिपीक या पदावर दि. ०१/१२/२०२१ पासून हजर केले असून आपण खालील दिलेल्या नियम व अटी अर्थात राहून आपण काम करावे.

१. काम करताना सर्व सुरक्षित साधनांचा वापर करावा. सुरक्षित साधनांचा वापर न केल्यास व काम करताना काही अपघात घडल्यास स्वतः कर्मचारी त्यास जबाबदार राहील.
२. काम करताना आपण आपल्या शाखाधिकारी किंवा इनचार्ज असेल त्यांना विचारून काम करावे. परस्पर कोणतेही काम करू नये.
३. पूर्व परवानगी शिवाय कामावरून गैर हजर राहू नये.
४. पूर्णपणे काम सोडून जायचे असल्यास एक महिना अगोदर सांगणे लागेल.
५. आपण दिलेली शैक्षणिक कागदपत्रांची झेरोक्स एत सारी समजून आपणास कामावर हजर केले आहे. जर कागदपत्रांची तपासणी काही जुटी व घनावर आढळल्यास त्याची सर्वतो जबाबदारी संबंधित कर्मचा-यांनी राहील.
६. कामावर असताना कोणत्याही प्रकारचे व्यसन करून काम करू नये व्यसन करून काम करताना काही अपघात घडल्यास स्वतः कर्मचारी त्यास जबाबदार राहील.
७. कंपनीने अधिकारी व कर्मचारी यांच्याशी कोणत्याही प्रकारची वैयक्तिक करू नये. तसे आढळल्यास त्वरीत कामावरून कमी करण्यात येईल.

N.P. Kaolam

For जायक लिपीक
न.प. काळाम
न.प. काळाम उमेदवार

आपण निश्वास
संजय



Ref: TCPL/HR/2022/727

Date: 1st August 2022

Name- Bhombe Sagar Sukhdev
Address-A/P. Taradgaon
Tal- Phaltan, Dist-Satara 415518

Subject: **Letter of Offer & Appointment**

Dear Sagar,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased to communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan
Village Surawadi, Phaltan-Lonand Road
Taluka Phaltan, Satara 415528
Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India

Precision Automation & Robotics India Ltd.



Gal. No. 463A, 463B, Village Changanwad Taluka : Ichandala,
Dist : Solapur - 412801 Maharashtra, Contact No. - 02189 246300 / 246700

Apprenticeship ID Card

Name : Akshay S Bichkule

ID Number : 81064

Trade : Diploma EIE

Contact No. : 9075344423

Report To : _____

Work Location / Site Name : Bellid



[Signature]

Signature of
Issuing Authority



Bajaj Auto Limited,

Plot No. A-1, Village - Mahalunge,
MIDC, Chakan, Pune 410 501.

Tel. +91 2135 259301, 04-10
Fax +91 2135 259302, 03
www.bajajauto.com

**THE WORLD'S
FAVOURITE
INDIAN**

BALVHRD -CK\117572

24.November.2021

KISHAN SUBHASH DESAI

D-13 AMBIANCE AURA SOCIETY, NEAR MADHUBAN SOCIETY,
SINHAGAD ROAD, DIST- PUNE MAHARASHTRA
PIN - 411024

Dear KISHAN,

This has reference to the interview you had with us. We are pleased to inform you that you are selected as a "Company Trainee" in Grade "CT" at our Chakan Works w. e. f. 24.November.2021 on the following terms & conditions.

1. You will be designated as **COMPANY TRAINEE** and will undergo training for a period of **One Year** from the date of your reporting for training.

Be it clearly understood and agreed that the facility of training being provided is on a fixed term basis for a period of **One Year** only. This facility will automatically come to an end on expiry of the one year period and neither any notice shall be given nor any compensation shall be payable to you by the Management.

2. This offer is subject to your medical fitness as per our norms.
3. During the period of training, you will be paid Stipend of Rs.8000/- per month and Training Allowance of Rs.6000/- per month.
4. In addition, you will also be eligible for Conveyance Allowance of Rs. 500/- per month and House Rent Allowance of Rs 780/- per month.
5. Provident Fund and Family Pension Scheme shall be as the provisions of respective laws and rules made there under.
6. You will abide by Code of Conduct, Certified Standing Orders and other rules and regulations of the Company that may be in force from time to time.
7. You will be initially located at our Chakan Plant. However, you may be transferred to any division, department, section, location, branch, or plant of this Company or in any subsidiary of this Company or in any Company in which this Company has financial or other interest.
8. You will abide by the working hours, shifts and duty hours as applicable to you.
9. Without the Company' written permission you will not carry on any other employment, training, business or profession with or without remuneration.
10. You will devote your full time & energy for successful completion of training and make use of all the training facilities provided to you.
11. The company will provide the Canteen and Transport facility to you at subsidized cost and deduction for the same will be made from your stipend every month irrespective of attendance in the month as per the rules of the company applicable from time to time.
12. The Company will provide you two sets of uniform and safety shoes free of cost. You shall report for training in company uniform only.



Bajaj Auto Limited,

Plot No. A-1, Village - Mahalunge,
MIDC, Chakan, Pune 410 501,

Tel. +91 2135 259301, 04-10

Fax +91 2135 259302, 03

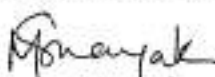
www.bajajauto.com

**THE WORLD'S
FAVOURITE
INDIAN**

13. As part of your training with the Company, you may become aware of, or otherwise come in to the possession of, information relating to the Company's processes, products, data, plans and technology which is not public information and which the Company regards as secret and confidential ("Confidential Information").
- 13.1. You shall not, during and after your training with the Company, divulge Confidential Information outside of the Company in any manner whatsoever and within the Company; you may divulge Confidential Information only to those who have a need to know it in the best interest of the Company.
- 13.2. You will not use Confidential Information for the benefit of yourself or others outside the Company.
- 13.3. If at any time your role with the Company is of a nature that requires you to get involved in technical or other developments, or you otherwise make technical or other developments based on Confidential Information, or you use the Company's resources or facilities to make technical or other developments, then any such developments made or discovered by you, individually or with others, will be the sole and exclusive property of the Company and you shall assign all rights and interests to such developments, technical or otherwise (including, but not limited to, any rights to seek patent protection, design registrations and copyright protection) to the Company and you shall sign all consents or other necessary documentation that may be required in that connection.
14. During the period of training, the Company may terminate your training without notice or without compensation without assigning any reason thereof, if it has sufficient reason to believe that you do not have sufficient interest in your training or you commit any act, which is contrary to clause 6 above.
15. This offer of training is made based on the particulars of your qualification; age etc. furnished by you in your application and bio data. Should any of the particulars furnished by you are found to be incorrect; your training shall be liable for termination.
16. You will promptly give intimation of change of address, if any, to the Company.
17. On completion of your training, you will be relieved by the Company and there shall be no obligation whatsoever on the part of the Company to absorb you in employment.
18. Your date of joining will be 24.November.2021

Please confirm your acceptance of the terms and conditions by returning one copy of this letter signed by you.

Yours faithfully,
For Bajaj Auto Limited,


Manjeet Nayak
Manager (HR)

I, _____, hereby accept the terms and conditions set out in this Letter of Appointment.

Signature: _____ Date: _____

Cipla

Mr. Rohit Dhende

Emp.No.: 135049

Dept. : Engineering

Rohit
Authorized Signatory





GE India Industrial Pvt. Ltd.

No. A-78/1, Chakan Industrial Estate
Maharashtra Industrial Development Corporation
(MIDC), Khed
Pune 410501

Date: February 25, 2022

Mayuri Dhurde

Re: Offer letter

Dear **Mayuri Dhurde**,

We are pleased to offer you the position of **JUNIOR ENGINEER** at **GE India**, with a start date of **March 21, 2022**.

You will be paid total emoluments of INR ~~2395507~~ annually, a breakup of which is attached herewith.

This offer is conditional to the satisfactory completion of all regulatory background checks. Failure to clear any one of these checks will lead to an immediate withdrawal of this offer.

The terms and conditions of your employment will be formally communicated post the completion of background checks.

Please confirm your acceptance by signing and returning the attached copy, within seven working days of receipt.

You will be required to report to the undersigned at the GE Office located in **Pune**.

We welcome you as a member of our team and wish you a successful career with GE!

Sincerely,

Authorized Signatory

Sandeep Kr. Sharma

Senior Employee HR Management Staff Manager

19-Nov-2021

Dear Fukat Asmita,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: Fukat Asmita

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

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

Fukat Asmita, 24, 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 Fukat Asmita

Sign: _____
Name: _____

Sign: _____
Name: _____



ACE[®]

Engineering Academy

Training Institute for AEE/CE/PE/PS

STUDENT IDENTITY CARD



Name

G. Akash

Batch

GT-6 03

R.No.

Valid Upto

Genio-22 PAI

Authorised Signature

[Handwritten Signature]

EEL GENCO

HYD/PAI ID

22
13/5



GE India Industrial Pvt. Ltd.

No. A-78/1, Chakan Industrial Estate
Maharashtra Industrial Development Corporation
(MIDC), Khed
Pune 410501

Date: November 09 2020

Vinod Galkwad

Re: Offer letter

Dear, Vinod Galkwad

We are pleased to offer you the position of **Trainee** at **GE India**, with a start date of **NOVEMBER 2021**

You will be paid total emoluments of IN ~~9,00,000~~/- annually, a breakup of which is attached herewith.

This offer is conditional to the satisfactory completion of all regulatory background checks. Failure to clear any one of these checks will lead to an immediate withdrawal of this offer.

The terms and conditions of your employment will be formally communicated post the completion of background checks.

Please confirm your acceptance by signing and returning the attached copy, within seven working days of receipt.

You will be required to report to the undersigned at the GE Office located in Pune.

We welcome you as a member of our team and wish you a successful career with GE!

Sincerely,

Authorized Signatory

Sandeep Kr. Sharma

Senior Employee HR Management Staff Manager

CN122014343

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : GE India Industrial Private Limited. (E06202700013)
with Telephone no. & E-mail address : Plot No A7B/1 Chakan MIDC, PunePune, Maharashtra
: 02135-620000
: sandeepkumar.sharma@ge.com
2. (a) Name of Apprentice (Block Letters) : ARATI YASHAVANT GHADAGE (A122013313)
(b) Father's/Mother's /Spouse's Name : Yashavant Ghadage
3. Address of apprentice : Navhind Ward, Sotara, Sotara, Maharashtra
4. Gender : Female
5. Date of Birth : 08-04-2001
6. (a) Whether belongs to SC/ST/OBC/PwD Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : Diploma
8. (a) Category of Apprenticeship : Optional
(b) Name of the trade for which Apprentice is training : Manufacturing Associate - Modern Shopfloor Engineering
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption :
(i) Name of the Course : Diploma
(ii) Duration of Training/Course : N/A
(iii) Name of the Institute : Maharashtra State Board of Technical Education
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 2496 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-Job Training : 2496 Hours
Period of On-the-Job Training : From 01-12-2020 to 30-11-2021
11. Apprenticeship Training Location : GE - Khed Pune
(a) Name and address of facility where Basic Training is to be provided : N/A
(b) Name and address of the facility where On-the-Job Training is to be provided : GE India Industrial Private Limited.
GE - Khed Pune
Pune
Maharashtra
12. (a) Date of execution of contract : 14-12-2020
(b) Age of Apprentice on the date of execution of contract : 19 years, 8 months and 6 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount :
(a) During 1st year of training : 13333
(b) During 2nd year of training : N/A
(c) During 3rd and 4th year of training : N/A



FOR OFFICE USE ONLY

Contract Registration No.

CNT22014343

(To be given by the Office of the Apprenticeship Advisor)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)

(Registration required for Designation trade only)



महाराष्ट्र सरकार

महाराष्ट्र शासन (उपक्रम)

CN022119345

Model Contract of Apprenticeship Training for Major Electrical Appliances

1. Name and Registered Address of Establishment

GE India Industrial Private Limited, (P)6(202700913)

with Telephone no. & Email address

Plot No. A/10/1 Chakan MIDC, Pune-Pune Maharashtra

02135-620009

sanidhepkumar.shardasga@gmail.com



2. (a) Name of Apprentice (Block Letters)

MAYURI MAHESH JINHAJI (CN022110762)

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

MAHESH JADHAV

3. Address of apprentice

916/Charatha, Sindhadurg, Saschodurg Maharashtra

4. Gender

Female

5. Date of Birth

30-10-2000

6. (a) Whether belongs to SC/ST/OBC/PwD/Minority

No

(b) Name of the Category

General

7. Educational Qualification (Highest)

Diploma

8. (a) Category of Apprenticeship

Optional

(b) Name of the trade for which Apprentice is training

Manufacturing Associate - Modern Shopfloor Engineering

9. (a) Whether Basic Training is to be provided as part of Apprenticeship

No

(b) If Basic Training is exempt - reason for exemption

Diploma

(i) Name of the Course

N/A

(ii) Duration of Training/Course

Maharashtra State Board of Technical Education

(iii) Name of the Institute

N/A

(iv) Name of the Sector Skill Council (if applicable)

2496 Hours

10. Apprenticeship Training duration (Total)

N/A

(a) Duration of Basic Training

N/A

Period of Basic Training

2496 Hours

(b) Duration of On-the-Job Training

From 25-01-2021 to 24-01-2022

Period of On-the-Job Training

11. Apprenticeship Training Location

GE - Khod Pune

(a) Name and address of facility where Basic Training is to be provided

N/A

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

GE India Industrial Private Limited

GE - Khod Pune

Pune

Maharashtra

12. (a) Date of execution of contract

21-04-2021

(b) Age of Apprentice on the date of execution of contract

20 years, 3 months and 16 days

13. Is the establishment opting for benefits under NAPS*? *If yes, Annexure 2 to this contract will also be applicable.

Yes

14. Monthly stipend amount

13333

(a) During 1st year of training

N/A

(b) During 2nd year of training

N/A

(c) During 3rd and 4th year of training



MAHLE

Prajakta AnandaJadhav

Employee ID : 002308
Department : Production
Blood Group : O+ve
Location: Pune

19-Nov-2021

Dear Jagtap Sanjay Sahebrao,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: Jagtap Sanjay Sahebrao

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

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

Jagtap Sanjay Sahebrao, 24, 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 Jagtap Sanjay Sahebrao

Sign: _____
Name: _____

Sign: _____
Name: _____



Letter of Intent/Appointment Offer

Dear Lahu Govindrao Kele,

Date: 13 Jun 2022

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Senior Technician** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **13 Jun 2022**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be **INR 21195.00** and **254340.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Pune**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed).
- Copy of highest educational qualification certificate.
- Copy of PAN card.


Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For TEAMLEASE SERVICES LIMITED


Rituparna Chakraborty
(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name:

Senses Electronics Pvt Ltd

SALARY SLIP FOR THE MONTH OF JANUARY 2023

Employee Details

Name:	Rushikesh R Khopade		
Designation:	Team Lead-Product Support		
Department:	Support		
Employee number:	SEPL/HO/18		
Present Days:	19	PF No:	PUPUN18931170000010022
Weekly Off:	7	UAN No:	101427451999
Leaves:	4	ESIC No:	-
PH:	1	PAN No:	FQVPK8838J
WP:	0	Adhar No:	524876221402
COFF:	0	Bank Acct No:	309002654151
Total:	31	Leave Balance:	PL-33.5, SL-4, CL-0

Salary Details

Earnings

Deductions

Salary Heads	Amount	Salary Heads	Amount
Basic (A)	₹ 17,880	PF Employee	₹ 1,800
Allowances:		ESI Employee	-
House Rent All (H R A)	₹ 8,940	PT	₹ 200
Conv. All	₹ 7,152	MLWF	
EDU. All	₹ 6,258		
CCA	₹ 4,470		
Spl. All	₹ -		
Others	₹ -		
Total Allowances (B)	₹ 26,820		
Gross Salary (C=A+B)	₹ 44,700		
Employer Contributions			
PF Employer	₹ 1,800	Deductions	₹ 2,000
ESI Employer	₹ -		
Exgratia			
Reimbursements:			
Medical (Reimb)			
Conv. (Reimb)			
Telephone (Reimb)			
Other (Reimb)			
Total Reimbursements	₹ -		
Salary (CTC) / PM	₹ 46,500		
Salary (CTC) / PA	₹ 5,58,000		

Summary

Gross Salary	₹ 44,700
Add: Reimbursed Allowances	₹ -
Less: Deductions	₹ 2,000
Less: TDS	₹ -
Less: Other Deductions	₹ -
Less: Loans Eml	₹ -
Net Salary Transfer Amount	₹ 42,700

This is Computer generated salary slip hence no signature required.

Senses Electronics Pvt Ltd

M No.818, At Post Bhugaon, Tal Mulashi, Pune 412 108

Info@senseselec.com | www.senseselec.com

Passenger Vehicle Business Unit - Pune

Korade Sakshi Vijay

P. No. : 592196

Blood Group : O+VE





Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Pathe Aniket Sanjay
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Pathe Aniket Sanjay,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR& Admin**





12th March, 2023

To,
Salunke Roshan Jagdish
Sarola, Tel- Bhore
Pune 411046

Sub: **Offer of Employment**

Dear Roshan,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) etc., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

KraftPowercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For KraftPowercon India Ltd.

Suraksha Giri
Deputy Manager – HR & Admin



Annexure

Name :- Salunke Roshan Jagdish

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

	Salary Structure	
Compensation Components	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

Professional Tax (Rs 200 PM)

Provident Fund (Rs. 1800 PM)

Bus Deduction (Rs. 400 PM) if bus facility availed

Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: Kraft Powercon offers you an annual coverage of INR 300000/-. For yourself.

You will be covered under the GPA policy for 20 lakhs.

Ref No. BRCCPL/HR&A/22-23

19th August'2022

To
Mr. Sachin R Sawant,
The One Society, B Wing,
Flat No. 602, Bhugaon, Paud Road,
Pune - 412115.

Sub: Intent Letter of Appointment

Dear Mr. Sachin,

This has reference to your application for employment and the subsequent interviews you had with us.
We are pleased to appoint you as "MEP Manager".

Hearty Congratulations!

You will join the company on **12th September'2022**. You are requested to bring the following documents along with you, at the time of joining.

1. A photocopy of each of proof of Address, Age. [Qualification and Experience if any]
2. 3 Passport size photographs.
3. AADHAR & Pan Card. [Aadhar & Pan Card is must]
4. A Photocopy of relieving letter from your previous employer, if applicable.
5. Salary Slip of previous company, if applicable
6. Fitness Certificate issued by a MBBS doctor recently.

Detailed appointment letter shall be issued after joining.

Please contact HR department **at 10.00 a.m. on the date of joining**, to complete the joining formalities.
We welcome you to this Organization and look forward to have long-term professional association.
With Best Wishes.....

For Bhate & Raj Construction Co. Pvt. Ltd.,

Authorized Signatory



Received & Accepted Copy of Intimation

[Mr. Sachin R Sawant]
+91-9923275610

**BHATE & RAJE CONSTRUCTION
COMPANY**

Registered Office : S8-B, CDSA Campus, Pune-Paud Road, Bavdhan, Pune-411 021, Maharashtra, INDIA
Phone : +91-8956952960/61, E-mail: brccpl@gmail.com, www.bhateraje.com, CIN : U45202PN1999PTC014083
Goa Office : Villa A, Pinto Villa, Udayan Co-operative Society Complex, 631/4, Kasar
Vaddo, Socorro, Porvorim, Bandel, North Goa, Goa - 403501
Gujarat Office : Plot No.26, Luxuria Solace Park, Opp. SBI Bank-Manjisar, Vadodara,
Salvi Road, Village-Manjisar, Tal - Savli, Vadodara - 391775 Gujarat.

फोन नं.: २४४६४१(यम) २४७६२२(वे),

फेक्स नं.: ०२१६२-२४५५४१

E-mail : esatara@mahadiscom.in

Website : www.mahadiscom.in

घार्यवारी अभियंता यांचे कार्यालय,
प्रशासकीय इमारत, विद्युत भवन, कृष्णानगर
सातारा, ता. जि. सातारा - ४१५००३

जा.क्र. काअ/सातारा/मासवि/वि.सहा./ No 1366

दि. 14 MAR 2022

डाक पोच देय/हस्ते रवाना

नियुक्ती पत्र :

प्रति,

कु. आफिया दिलावर शेख, (खुल्या प्रवर्गातून निवड) (महिला आरक्षण)

रा. ११५०, बुरुडगल्ली, ता. कोरेगाव,

जि. सातारा

विषय : सरळसेवा भरती अंतर्गत विद्युत सहाय्यक या पदावर तीन वर्षांकरिता कंत्राटी पध्दतीवर नियुक्ती देण्याबाबत.

संदर्भ:- १. सेवायोजन जाहिरात क्रमांक ०४/२०१९.

२. सांघिक कार्यालयाची निवड यादी दि.०८.१०.२०२१.

३. सांघिक कार्यालयाचे पत्र क्र. २५३७७ दि.१३.१०.२०२१.

४. मुअ/बाप/मासवि/जाहिरात क्र. ०४-२०१९ (वि.स.)/३९२२ दि.२७.१२.२०२१

महोदय /महोदया,

महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित, सांघिक कार्यालय, मुंबई यांच्या सेवायोजन जाहिरात क्रमांक ०४/२०१९ च्या अनुषंगाने भरलेला ऑनलाईन अर्ज व प्रसारीत करण्यात आलेल्या निवड यादीनुसार आपली 'विद्युत सहाय्यक' पदी खुला प्रवर्गातून व महिला या समांतर आरक्षणा अंतर्गत निवड झालेली असून, सांघिक कार्यालय, मुंबई यांनी दि.०८.१०.२०२१ रोजी प्रसारित केल्यानुसार आपणास बारामती परिमंडळांतर्गत वर्ग करण्यात आले व संदर्भित क्र.४ च्या अनुषंगाने आपणास सातारा विभागांतर्गत वर्ग करण्यात आलेले आहे. या अनुषंगाने कळविण्यास आनंद होतो की, निम्नस्वाक्षरीकारास म.रा.वि.वि.कं.मर्या., कर्मचारी सेवाविनियम, २००५ मधील अनुसूचि क्र.३ अन्वये प्रदान करण्यात आलेल्या अधिकारानुसार खालील अटी व शर्तीच्या अधीन राहून 'विद्युत सहाय्यक' या पदावर तीन वर्षे कालावधीसाठी कंत्राटी पध्दतीवर आपणास नियुक्ती देण्यात येत आहे.

नियुक्तीच्या अटी व शर्ती :

- आपली 'विद्युत सहाय्यक' या पदावरील कंत्राटी पध्दतीवरील नियुक्ती महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित मध्ये रुजू होण्याच्या दिनांकापासून ३ वर्षे कालावधीसाठी राहिल.
- सदर पदावर रुजू होण्याकरिता आपणांस कोणत्याही प्रकारचा प्रवासभत्ता व रुजू कालावधी मिळणार नाही.
- रुजू झाल्याबरोबर आपणांस प्रजासत्ताक भारताशी व भारतीय राज्यघटनेशी एकनिष्ठ राहण्याची शपथ घ्यावी लागेल.
- आपणांस 'विद्युत सहाय्यक' या पदावर रुजू झालेल्या दिनांकापासून दरमहा खालीलप्रमाणे मानधन दिले जाईल.
अ) प्रथम वर्ष एकूण दरमहा मानधन : रुपये १५,०००/-
ब) द्वितीय वर्ष एकूण दरमहा मानधन : रुपये १६,०००/-
क) तृतीय वर्ष एकूण दरमहा मानधन : रुपये १७,०००/-
(टिप : उपरोक्त मासिक मानधनामधून भविष्य निर्वाह निधी, आयकर व व्यवसाय कर इ. वजावट करण्यात येईल)
- सेवायोजन जाहिरात क्रमांक ०४/२०१९ मध्ये विहीत केल्यानुसार ऑनलाईन अर्जात आपण नमुद केल्यानुसार शैक्षणिक अर्हता, वय, सामाजिक व समांतर आरक्षण इत्यादी संदर्भातील कागदपत्रे रुजू होते वेळी सादर करणे आवश्यक राहिल.
- आपण 'विद्युत सहाय्यक' या पदावरील कंत्राटी कालावधी समाधानकारकरित्या पूर्ण केला नाही तर आपणास तंत्रज्ञ या नियमित पदावर अस्थायी आस्थापनेवर सामावून घेतले जाणार नाही व आपली सेवा समाप्त करण्यात येईल.

७. तथापि, आपणांस 'विद्युत सहाय्यक' या पदावर कंत्राटी स्वरूपात नमणूक देऊन नियमांनुसार सदर कंत्राटी कालावधी समाधानकारकरित्या पूर्ण केल्यानंतर त्या वेळची रिक्त पदे व अनुशेष विचारात घेऊन तंत्रज्ञ या नियमित पदावर अस्थायी आस्थापनेवर सामावून घेण्यात येईल. 'तंत्रज्ञ' या पदावर सामावून घेतल्यानंतर व रुजू झाल्यानंतर मूळवेतना व्यतिरिक्त महागाई भत्ता, घरभाडे भत्ता व इतर भत्ते इत्यादी कंपनीच्या नियमाप्रमाणे मिळण्यास पात्र राहाल.
८. कंपनीत रुजू झाल्यानंतर आपल्या सेवापुस्तीकेत नोंदविलेल्या जन्मतारखेमध्ये रुजू झालेल्या दिनांकापासून एक वर्षाचा कालावधी पूर्ण होण्यापूर्वी आवश्यक ती कागदपत्रे सादर केल्यानंतर बदल करण्यात येईल. कंपनीच्या सेवेत एक वर्ष पूर्ण झाल्यानंतर अशा प्रकारचा बदल करण्याकरीता आपला कोणताही अर्ज विचारात घेतला जाणार नाही.
९. आपणास मराठी भाषेचे ज्ञान पूर्णपणे अवगत असणे आवश्यक असून पुरावा म्हणून मराठी भाषा घेऊन उत्तीर्ण झाल्याचे प्रमाणपत्र सादर करण्यात यावे, तथापि आपणांस नियुक्तीनंतर ३ (तीन) वर्षांच्या कालावधीमध्ये सामान्य स्थायी आदेश क्र. ११७ दि. ३०.०३.१९६२ मधील तरतुदीनुसार विभागीय 'मराठी भाषा परीक्षा' उत्तीर्ण करणे बंधकारक राहिल किंवा सदर परीक्षा उत्तीर्ण होणेपासून सूट मंजूर करून घेणे आवश्यक राहिल. 'तंत्रज्ञ' या नियमित पदांवरील समावेशन व त्यापुढील कंपनीतील सेवा कायम राहणे हे मराठी भाषा उत्तीर्ण होण्यावर अवलंबून राहिल.
१०. आपणास 'विद्युत सहाय्यक' या पदावर हजार होतेवेळी विहीत नमुन्यातील रु. २००/- च्या नॉन ज्युडीशियल बंधपत्रावर हमीपत्र लिहून देणे बंधनकारक राहिल.
११. आपली नियुक्ती कंत्राटी पध्दतीवर असल्यामुळे कंपनीमार्फत २४ तासांची आगाऊ नोटीस देऊन आपली सेवा समाप्त करण्यात येऊ शकते. आपणास राजीनामा द्यावयाचा असल्यास २४ तासांची आगाऊ नोटीस अथवा त्या कालावधीचे मानधन कंपनीस द्यावे लागेल. आपण रजेच्या काळात राजीनामा सादर केल्यास रजेचा कालावधी संपल्यानंतरच्या दिवसापासून नोटीस कालावधी सुरु होत असल्याचे समजण्यात येईल. विहीत मुदतीत तशी पूर्वसूचना न दिल्यास अथवा मानधनाची रक्कम जमा केल्याशिवाय राजीनाम्याचा विचार केला जाणार नाही.
१२. आपले चारित्र्य व पूर्वचारित्र्य पडताळणी अहवाल संबंधित मा. जिल्हा पोलीस अधीक्षक यांचेकडून तीन महिन्यांच्या आत सादर करणे आवश्यक आहे. यासाठी विहीत साक्षांकन प्रपत्र सादर करणे बंधनकारक आहे. विहीत मुदतीत आपले चारित्र्य व पूर्वचारित्र्य पडताळणी अहवाल सादर न केल्यास आपल्याविरुद्ध नियमाधीन कारवाई करण्यात येईल. याची नोंद घ्यावी. तसेच चारित्र्य व पूर्वचारित्र्य पडताळणी अहवालांमध्ये प्रतिकूल शेर प्राप्त झाल्यास प्रकरणाच्या गांभीर्यानुसार आपली नियुक्ती समाप्त करण्याचा अधिकार नियुक्ती प्राधिकारी यांना राहिल. त्याचप्रमाणे आपण विहीत साक्षांकन प्रपत्रामध्ये सादर केलेली माहिती चुकीची, खोटी व दडवून ठेवल्याचे निदर्शनास आल्यास, सदर अनियमिततेस आपणास जबाबदार धरून, कंपनीच्या प्रचलीत नियमानुसार सेवेतून बडतर्फ करण्यात येईल.
१३. आपण महाराष्ट्र राज्य विद्युत वितरण कंपनीमध्ये रुजू होताना जिल्हा शल्य चिकित्सक (District Civil Surgeon) यांच्याकडून शारीरिक स्वास्थ्य प्रमाणपत्र व छातीचा क्ष किरण अहवाल सादर करणे बंधनकारक राहिल. यासाठी होणारा खर्च आपणास स्वतः करावा लागेल. तसेच वैद्यकिय तपासणीअंती आपण कंपनीचे काम करण्यास शारीरिकदृष्ट्या अपात्र ठरल्यास आपली नियुक्ती कोणतीही पूर्वसूचना न देता रद्द करण्यात येईल.
१४. महाराष्ट्र नागरी सेवाविनियम, २००५ दि. २८.०३.२००५ च्या अधिसूचनेद्वारे शासनाने पारित केल्यानुसार छोटे कुटुंबाचे प्रतिज्ञापत्र नमूना - अ हजार होणेपूर्वी सादर करणे बंधनकारक राहिल.
१५. आपण मागासवर्गीय प्रवर्गामध्ये मोडत असल्यास आपली नियुक्ती ही मा. उच्च न्यायालय, औरंगाबाद खंडपीठ, मुंबई यांची याचिका क्र. २१३६/२०११ व कंपनीचे प्रशासकीय परिपत्रक क्र. ३७८ दि. ०४.०१.२०११ व महाराष्ट्र राज्य शासन निर्णय क्र. बीसीसी २०११/प्र.क्र. १०६४/२०११/१६ ब दि. १२.१२.२०११ व मा. सर्वोच्च न्यायालय यांचेकडे दाखल केलेल्या एस. एल. पी. क्र. १५७०१/२०११ वरील पारित होणाऱ्या आदेशाच्या अधिन राहून करण्यात येत आहे. तसेच आपणास नियुक्ती आदेशाच्या दिनांकापासून ६ (सहा) महिन्यांच्या आत जात प्रमाणपत्राची वैधता संबंधित सक्षम जात पडताळणी समितीकडून प्राप्त करून कंपनीस सादर करणे बंधनकारक राहिल. विहीत मुदतीत जात वैधता प्रमाणपत्र सादर न केल्यास आपल्याविरुद्ध कंपनीच्या विद्यमान तरतुदीनुसार कारवाई करण्यात येईल. तसेच सक्षम जात वैधता पडताळणी समितीने आपले जात प्रमाणपत्र अवैध ठरविल्यास कोणतीही पूर्वसूचना न देता आपली सेवा समाप्त करण्यात येईल.

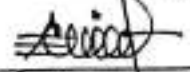
१६. आपण जाहिरात क्र.०४/२०१९ च्या अनुषंगाने ऑनलाईन अर्ज भरतेवेळी समांतर आरक्षणांतर्गत मंडळ/महावितरण/महापारेषण/महानिर्मिती कंपनीमध्ये वीजतंत्री/तारतंत्री मधून शिकाऊ उमेदवारी प्रशिक्षण पूर्ण केल्याचे प्रमाणपत्र, महिला आरक्षण, अत्युच्च गुणवत्ता धारक खेळाडू प्रमाणपत्र, माजी सैनिक, अनाथ, दिव्यांग, प्रकल्पग्रस्त, भूकंपग्रस्त, महावितरण कर्मचारी यापैकी पर्यायाची निवड करून अर्ज सादर केलेला असल्यास अशा समांतर आरक्षणाच्या पुष्टी सक्षम अधिकारी यांचे वैध प्रमाणपत्र सादर करणे बंधनकारक आहे.
१७. आपली निवड दिव्यांग प्रवर्गातून झाली असल्यास महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितमध्ये रुजू होतेवेळी जाहिरातीत नमुद केल्यानुसार दिव्यांगाबाबतचे सक्षम मेडीकल बोर्ड यांचेकडील विहीत नमुन्यातील योग्य ते अपंगत्वाचे प्रमाणपत्र सादर करणे आवश्यक राहील.
१८. आपली निवड अत्युच्च गुणवत्ता धारक खेळाडूंच्या राखीव आरक्षणामधून झालेली असल्यास प्राविण्य प्राप्त खेळाडू व्यक्तिसाठी असलेल्या आरक्षणाचा दावा करणाऱ्या उमेदवारांच्या बाबतीत क्रिडा विषयक विहीत अर्हता धारण करीत असल्याबाबत सक्षम प्राधिकाऱ्याने प्रमाणित केलेले खेळाचे प्राविण्य प्रमाणपत्र ऑन लाईन अर्ज सादर करण्याच्या अंतिम दिनांकाचे किंवा तत्पूर्वीचे असणे बंधनकारक राहील. अन्यथा खेळाचे प्राविण्य प्रमाणपत्र संबंधित विभागीय उप संचालक कार्यालयाकडे पडताळणीकरीता दि.२६.०७.२०१९ पूर्वी सादर केले असल्याबाबतचा पुरावा सादर करणे आवश्यक राहील.
१९. आपण प्रकल्पग्रस्त/माजी सैनिक/भूकंपग्रस्त असल्यास सक्षम अधिकारी यांनी प्रदान केलेले प्रमाणपत्र सादर करणे आवश्यक राहील.
२०. आपली निवड ही शिकाऊ उमेदवार प्रवर्गातून झाली असल्यास तदर्थ मंडळ तथा म.रा.वि.मं. सूत्रधारी कंपनी यांच्या अधिपत्याखालील महावितरण/महानिर्मिती/महापारेषण कंपनीमध्ये यशस्वीरित्या शिकाऊ उमेदवारी प्रशिक्षण पूर्ण केलेबाबत व उत्तीर्ण प्रमाणपत्र सादर करणे आवश्यक राहील. तसेच शिकाऊ उमेदवार अधिनियम, १९६१ अन्वये राष्ट्रीय शिकाऊ उमेदवारी पूर्ण झाल्यानंतर वीजतंत्री/तारतंत्री व्यवसायातील अथवा सेंटर ऑफ एक्सलन्स (इलेक्ट्रीकल सेक्टर) मधील राष्ट्रीय व्यवसाय प्रशिक्षण परिषद, (एनसीटीव्हीटी) नवी दिल्लीकडून देण्यात येणारे प्रमाणपत्र सादर करणे आवश्यक राहील.
२१. अनाथ व्यक्तींचे आरक्षण शासन निर्णय, महिला व बालविकास विभाग, क्र. अमुजा-२०११/प्र.क्र.२१२/का-३, दि.०२ एप्रिल, २०१८ तसेच यासंदर्भात शासनाकडून वेळोवेळी जारी करण्यात येणाऱ्या आदेशानुसार असून आपली निवड अनाथ प्रवर्गातून झाली असल्यास सक्षम अधिकारी यांनी प्रदान केलेले प्रमाणपत्र सादर करणे आवश्यक राहील.
२२. महाराष्ट्र राज्य लोकसेवा अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती, भटक्या जमाती, विशेष मागासप्रवर्ग व इतर मागासवर्ग यासाठी आरक्षण अधिनियम, २००१ (सन २००४ च्या महाराष्ट्र अधिनियम क्र. ८) हा अधिनियम महाराष्ट्र शासनाने दि.२९.०१.२००४ पासून अंमलात आणला आहे. सदर अधिनियमानुसार फक्त अनुसूचित जाती व अनुसूचित जमाती यांना सोडून उर्वरित मागासवर्गातील सर्व जाती प्रवर्गातील म्हणजे वि.जा. (अ), भ.ज. (ब), भ.ज. (क), भ.ज. (ड), वि.मा.प्र., इतर मागास यांना उन्नत/ प्रगत गटाचे (क्रिमिलेअर) तत्व लागू केले आहे. त्या प्रवर्गातील उमेदवारांना जात उन्नत व प्रगत गटात मोडत नसल्याचे दि.०१.०४.२०१९ नंतरचे किंवा जाहिरातीच्या दिनांकास वैध असेलेले 'नॉन क्रिमिलेअर प्रमाणपत्र' धारण करणे आवश्यक राहील.
२३. आपली निवड महिला आरक्षणांतर्गत झालेली असल्यास (अनुसूचित जाती व अनुसूचित जमाती वगळून) विहीत महिला आरक्षणाकरीता 'नॉन क्रिमिलेअर प्रमाणपत्र' सादर करणे आवश्यक राहील.
२४. कंपनीत रुजू होतेवेळी महाराष्ट्र राज्याचे अधिवास (Domicile) प्रमाणपत्र सादर करणे आवश्यक राहील.
२५. 'विद्युत सहाय्यक' या पदावर रुजू झाल्यानंतर कंत्राटी कालावधीमध्ये कोणत्याही कारणास्तव विनंती बदली मिळण्यास पात्र राहणार नाही. तथापि, कामाच्या निकड व जरूरीनुसार आपणास एका ठिकाणाहून दुसऱ्या ठिकाणी (महाराष्ट्रात कोठेही) बदलीवर जावे लागेल. तसेच महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितच्या सेवाकाळ आवश्यक भासल्यास एखाद्या संरक्षण प्रकल्पात किंवा भारताच्या संरक्षणांशी संबंधित एखाद्या पदावर सेवा करणे आपणावर बंधनकारक राहील.

२६. आपली नियुक्ती ही महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित मध्ये नव्याने झाली आहे असे गृहीत धरून आपल्या पूर्वीच्या नियोक्ता/ मालक यांची कोणतीही प्रशासकीय आणि आर्थिक दायित्व/ जबाबदारी कंपनी स्विकारणार नाही. यापूर्वी आपण शासकीय/ निमशासकीय सेवेत कार्यरत असाल तर त्या सेवाकालावधीचा कोणताही लाभ मिळणार नाही. तसेच आपण शासकीय/ निमशासकीय सेवेत असल्यास महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितमध्ये रुजू होण्यापूर्वी राजीनामापत्र सादर करणे आवश्यक राहिल.
२७. नियुक्तीच्या कालावधीमध्ये आपणांस कंपनीच्या नियम नियमावलीनुसार 'तंत्रज्ञ' या पदाकरीता विहीत केलेली कर्तव्ये व जबाबदारी पार पाडावी लागतील.
२८. महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादितचे सध्या अस्तित्वात असल्याप्रमाणे व चेळोवेळी सुधारित केल्यानुसार खालील विनियम, नियम, सेवाशर्ती आपणांस लागू राहतील.
- क) महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित कर्मचारी सेवाविनियम- २००५.
 - ख) महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित वर्गीकरण व भरती सेवाविनियम- २००५.
 - ग) महाराष्ट्र राज्य विद्युत वितरण कंपनी मर्यादित- २००५ सेवाज्येष्ठता सेवाविनियम, २००५.
 - घ) अंशदान भविष्य निर्वाह निधी अधिनियम.
 - च) उपदान अधिनियम, १९७२.
 - छ) कंपनीचे सामान्य स्थायी आदेश, सामान्य आदेश, प्रशासकीय परिपत्रके, परिपत्रके तसेच कर्मचार्यांवर बंधनकारक असणारे इतर नियम व विनियम.
 - ज) कंपनीने किंवा अन्य सक्षम अधिकारी यांनी तयार केलेले इतर नियम व विनियम.
२९. कंपनीच्या सेवेत रुजू होताना आपण मानव संसाधन व्यवस्थापन प्रणाली मध्ये नोंद घेण्यासाठी आपला रक्तगट, आधार कार्ड, पॅन कार्ड, बँक डिटेल् इ. सादर करणे बंधनकारक राहिल.
३०. मा.उच्च न्यायालय, मुंबई येथे दाखल झालेल्या याचिका क्र.२११६/२०१३, २१४७/२०१३ आणि २३२५/२०१३ व मा. औद्योगिक कामगार न्यायालय याचिका क्र.४८/२०१२ च्या आदेशाच्या/निर्णयाच्या अधीन राहून रिक्त पदांचा घोषवारा घोषित करण्यात आलेला आहे. तसेच मा.उच्च न्यायालय, मुंबई येथे दाखल झालेल्या रिट पिटीशन क्र.२०५३/२०१४ तसेच या संदर्भात इतर न्यायालयीन प्रकरणी होणाऱ्या अंतिम व महाराष्ट्र शासनाच्या अधीन राहून आपली निवड करण्यात येत आहे.
३१. मा. सर्वोच्च न्यायालयाने सामाजिक व शैक्षणिकदृष्ट्या मागास प्रवर्गाच्या आरक्षणाच्या संदर्भात सिव्हिल अपील क्र. ३१२३/२०२० प्रकरणी दि.०५.०५.२०२१ रोजी दिलेल्या न्यायनिर्णयानुसार महाराष्ट्र शासनाने शासन निर्णय दि.०५.०७.२०२१ अन्वये निर्गमित केलेल्या मार्गदर्शक सूचनांच्या अनुषंगाने तसेच महाराष्ट्र शासन, उर्जा विभाग यांचे पत्र दि.१०.०२.२०२१ व त्यानुषंगाने कंपनीची अधिसूचना दि.११.०२.२०२१ च्या अनुषंगाने मा.उच्च न्यायालयामध्ये न्यायप्रविष्ट असलेली याचिका क्र.५१९६/२०२१ व याचिका क्र.२६६३/२०२१ तसेच या संदर्भात विविध न्यायालयात संलग्न इतर याचिकांच्या निर्णयाच्या अधीन राहून 'विद्युत सहाय्यक' पदी भरती करण्यात येत आहे. त्याचप्रमाणे सदरची नियुक्ती ही औद्योगिक कामगार न्यायालय, याचिका क्रमांक ४८/२०१२ व उच्च न्यायालय, मुंबई, औरंगाबाद खंडपीठामध्ये याचिका क्र.५७०१/२०२०, याचिका क्र.५७०३/२०२०, याचिका क्र.६४९६/२०१९, याचिका क्र.११६८४/२०२१, व संलग्न याचिका तसेच मा.उच्च न्यायालय, मुंबई, नागपूर खंडपीठामध्ये दाखल झालेल्या याचिका क्र. ५४२/२०१८, क्र.७०३८/२०१८, क्र.५३१०/२०१९ व इतर अन्य मुद्द्यांच्या संदर्भात विविध न्यायालयात/ न्यायाधिकरणात दाखल करण्यात आलेल्या न्यायिक प्रकरणातील अंतिम न्यायनिर्णयाच्या अधीन राहून करण्यात येत आहे.
३२. 'विद्युत सहाय्यक' या कंत्राटी पध्दतीवरील नियुक्तीच्या कालावधीमध्ये आपण कोणत्याही स्वरूपाची गैरवर्तणूक केल्यास आपली नियुक्ती कोणतीही पूर्वसूचना न देता रद्द करण्यात येईल. यासाठी नियुक्ती पत्रातील कालावधी बंधनकारक राहणार नाही.

वरील अटी व शर्ती मान्य असल्यास आपण सहाय्यक अभियंता, शाखा कार्यालय रहिमतपूर शहर, रहिमतपूर उपविभाग यांचे कार्यालयात दि. १७/०३/२०२२ रोजी किंवा तत्पूर्वी रुजू व्हावे.

उपरोक्त तारखेपर्यंत आपण हजर न झाल्यास हे नियुक्ती पत्र रद्द झाल्याचे समजण्यात येईल. याबाबत कोणताही स्वतंत्र पत्रव्यवहार करण्यात येणार नाही, याची नोंद घ्यावी.

आपला विश्वासू,



(अमित अ. वाडगावकर)

कार्यकारी अभियंता, सातारा विभाग

प्रत सविनय सादर :

- १) मुख्य अभियंता, म.रा.वि.वि.कं.मर्या. परिमंडल कार्यालय, बारामती.
- २) अधीक्षक अभियंता, म.रा.वि.वि.कं.मर्या. मंडल कार्यालय, सातारा.

प्रत रवाना :-

- १) उपकार्यकारी अभियंता, म.रा.वि.वि.कं.मर्या., रहिमतपूर उपविभाग.
- २) सहाय्यक अभियंता, म.रा.वि.वि.कं.मर्या., रहिमतपूर शहर शाखा

... कु. शेख, विद्युत सहाय्यक यांना दिलेल्या पदस्थापनेच्या ठिकाणी हजर करून घेवून हजर अहवाल या कार्यालयास त्वरीत सादर करावा. तसेच कु. शेख, विद्युत सहाय्यक यांच्या रिक्त जागी कार्यरत बाह्यस्त्रोत कर्मचारी यांना कमी करून त्याबाबतचा अहवाल या कार्यालयास सादर करण्यात यावा.

- ३) उप व्यवस्थापक (मासं)/(विवले), म.रा.वि.वि.कं.मर्या., संवसु विभाग, सातारा.
- ४) वेतन बिल लिपीक (मासं)/(विवले), म.रा.वि.वि.कं.मर्या.सातारा विभाग.
- ५) दफ्तर/का.आ.फाईल.



Ref: TCPL/HR/2022/727

Date: 1st August 2022

Name- Shembale Mahesh Laxman

Address-A/P. Taradgaon

Tal- Phaltan, Dist-Satara 415518

Subject: Letter of Offer & Appointment

Dear Sagar,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased to communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey

Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan

Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Shinde Rahul Anand
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Shinde Rahul Anand,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





Ref: TCPL/HR/2022/727

Date: 1st August 2022

Name- Tambade Sanket Sham
Address-A/P. Taradgaon
Tal- Phaltan, Dist-Satara 415518

Subject: Letter of Offer & Appointment

Dear Sanket,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased to communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

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Village Surawadi, Phaltan-Lonand Road
Taluka Phaltan, Satara 415528
Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



APPOINTMENT LETTER

April 20, 2022

Dear Arati Nilesh Thorat,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Arati Nilesh Thorat

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

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

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** Thorat Arati Nilesh 20/4/2022 7:17 PM

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

Registered Office:

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Doddakannelli F :+91 (80) 2844 0054

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23235880



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Date- 20-02- 2023

Mr. Wawre Rajratna Bhimrao
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Wawre Rajratna Bhimrao,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



**Shailendra Gaikwad,
Head- HR, IR & Admin**





SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhore,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web. : www.seinumeronet



Ref: SNPL / P&A / Offer

30th April 2024

To,

Abhishek Babasaheb Jadhav

Subject : Offer Letter

Dear Mr. Babasaheb

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

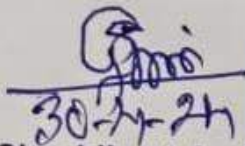
1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by **25th May 2023** **OR as early as possible**. Please confirm your date of joining by Email.
3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,

For Seinumero Nirman Pvt Ltd.


30-4-24

Shashikant Joshi
Manager - HR & Admin.



To,

Ajit Dilip Arjun

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2023
Mr. Swapnil Chaudhari

Barwakar Abhijit Prakash

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



SHIELD PRO

REAL ESTATE

20 July 2023

Gaikwad Rutuja Vijay

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345





Offer: Computer Consultancy

Date: 14-Mar-2023

Mr. Swapnil Chaudhari

Gajanan Suryakant Phad

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhore,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web. : www.seinumeronet



Ref: SNPL / P&A / Offer

30th April 2023

To,
GAWANDE KAUSTUBH DNYANESHWAR

Subject : Offer Letter

Dear Mr. KAUSTUBH

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25 May 2023 OR as early as possible. Please confirm your date of joining by Email.
3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,

For Seinumero Nirman Pvt Ltd.


30-4-23
Shashikant Joshi
Manager - HR & Admin.





Offer: Computer Consultancy

Date: 14-Mar-2023

Mr. Swapnil Chaudhari

JADHAV MANDAR BABAJI

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



VALVES & CONTROLS

A WOM group company

To,

Jagtap Vaishnavi Uday

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

JAMKHANDI AAZAM M.RAFIQUE

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th May 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

Jaybhaye Amol Dinkar

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2023

Date: 22.03/2023

To,
Katalkar Avadhut Manohar
Mechanical Engineering Dept

Dear **Avadhut**

With reference to the recruitment process conducted on 11/09/ 2023, we are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)



SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhore,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web. : www.seinumeronet



Ref: SNPL / P&A / Offer

30th April 2023

To,
Konde Omkar Dnyaneshwar

Subject : Offer Letter

Dear Mr. Omkar

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by **25 May 2023** OR as early as possible. Please confirm your date of joining by Email.
3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,
For Seinumero Nirman Pvt Ltd.


30-4-23
Shashikant Joshi
Manager - HR & Admin.



To,

Koyade Pavan Vishwambhar

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2023
Mr. Swapnil Chaudhari

Mahadik Sagar Vilas

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



SHIELD PRO

REAL ESTATE

20 July 2023

Malve Kajal Shankar

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345





VALVES & CONTROLS

A WOM group company

To,

Mohite Suraj Chandrakant

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

Nivalkar Bhavik Prakash

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th May 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

Pandit Omkar Ramesh

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2023 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2023

Date: 22.03/2023

To,
Pavan Sunil Late
Mechanical Engineering Dept

Dear **Sunil**

With reference to the recruitment process conducted on 11/01/023 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)



SEINUMERO NIRMAN PVT. LTD.

CORPORATE OFFICE / Plant 1 : Plot No: 6, 7 & 8, Gat Number 207, Shindewadi, Taluka - Bhor,
District - Pune - 412205
Plant 2 : Gat No: 659/1, 659/2 & 660, Gogalwadi, Taluka - Haveli, District - Pune - 412205
CIN : U31909MH1997PTC106996, GST No. : 27AABCP7335H1ZC,
Telephone No. : 7410072713, Web. : www.seinumero.net



Ref: SNPL / P&A / Offer

30th April 2023

To,

PAWAR VIVEK SANJAY

Subject : Offer Letter

Dear Mr. VIVEK

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician - QA " for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

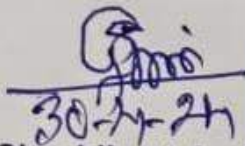
1. The salary (CTC) has been decided during the interview and accepted by you.
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3. Please bring the below documents at the time of joining:-
 1. Passport Size color photos (06 Nos).
 2. Xerox copies of Certificates of Qualifications and Service Certificates, School Leaving Certificate, Adhar Card, PAN Card, Passport Xerox, Bank Cancelled Cheque etc.
 3. Previous UAN (Provident Fund Number).

We welcome you to be the part of Seinumero Team.

Thanking you,

Yours faithfully,

For Seinumero Nirman Pvt Ltd.


30-4-23

Shashikant Joshi
Manager - HR & Admin.



Date: 14/12/2022

To

Datal Abhishek

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Athawale Akash Pramod

Sangli.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Bagal Akshay

Baramati, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Sanket Shubhash Bobade

Navi Mumbai.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Ashish Itape

Baramati, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Vaishnavi Ligade

Karvenagar Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Rutuja Sanjay Lokhande

Nasrapur, Bhore, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

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4 Separation:

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5. Termination/ cessation of Service

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Chandrashekhar Mali

Baramati, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

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5. Termination/ cessation of Service

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Bagal Akshay

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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5. Termination/ cessation of Service

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Amar Ganesh Pimple

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Devendra Jayant Shetty

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 14/12/2022

To

Pravin Bajrang Shinde

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

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5. Termination/ cessation of Service

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Office Address: 1st Floor Amrapali Apartment, Right Bhusari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: 23-07-2023

Dear, Navgire Dhiraj

Appointment as: GIS Analyst (Trainee)

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

4. WORKING HOURS

Monday- Saturday: 09:30- 18:30 hours.

5. LEAVE OF ABSENCE

Absence without prior permission will result in no pay and termination. After the probation period, you shall be eligible for all the benefits such as Paid Leaves, and other statutory benefits as per Company rules.

We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory



Office Address: 1st Floor Amrapali Apartment, Right Bhnsari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: 23-07-2023

Dear, Sayali Shinde

Appointment as: **GIS Analyst (Trainee)**

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

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We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory



Office Address: 1st Floor Amrapali Apartment, Right Bhnsari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: 23-07-2023

Dear, Shinde Yogesh

Appointment as: **GIS Analyst (Trainee)**

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

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Monday- Saturday: 09:30- 18:30 hours.

5. LEAVE OF ABSENCE

Absence without prior permission will result in no pay and termination. After the probation period, you shall be eligible for all the benefits such as Paid Leaves, and other statutory benefits as per Company rules.

We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory

Date: 07/08/2023

To

Hrushikesh Pokale

Narhe, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/08/2023

To

Pujari BASavraj Shilappa

Dhayari, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.



Date: 21-Sep-23

Name: **Shrinivas Narsing Kamble**

Address: At Post Ravankola Taluka Mukhed Dist. Nanded

Sub: Appointment Letter

Dear **Shrinivas Narsing Kamble**

Congratulations. On behalf of Eligarf family, we are pleased to offer you position of Subject Matter Expert commencing 01-Oct-23 You will be reporting to Sachin Kashid

Your annual CTC will be Rs. 488208/- (INR Rupees Four Lakh EightyEight Thousand Two Hundred Eight Only), details of which are mentioned in Annexure 1.

As discussed and confirmed commencement date is 1st October, 2023

Please find enclosed your contract of employment which sets out the terms and conditions of your employment. Please review the document and electronically sign the same within the next 3 days of this appointment letter.

Please note that this offer / appointment is contingent upon your passing our mandatory background checks and receipt of documents requested in Annexure 2 and these should be supplied prior to commencing employment.

On your first day with Eligarf please bring the documents as mentioned in Annexure 2, if you have not already submitted them before joining. In the meantime, should you have any further questions please contact HR team or write to hr@eligarf.tech

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

Best Regards,

Amit Turukmane

Acceptance Confirmation:

I accept the offer and confirm commencement date of 1st October 2023

Name & Date

Shrinivas Kamble

Sep 21 2023



Date: 21/08/2023

To

Darshan Dawbhat

Ahemadnagar.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 21/08/2023

To

Dhok Ganesh

Solapur.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR

Date: 21/08/2023

To

Pratik Gaikwad

Kolhapur.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.



Swapnil Khatpe

Head & HR



Date: 21/08/2023

To

Inamdar Ashiya

Sangli.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 21/08/2023

To

More Aman

Sinhgad Road, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 21/08/2023

To

Akash Patil

Warje, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Office Address: 1st Floor Amrapali Apartment, Right Bhusari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: 23-07-2023

Dear, **Neha Maral.**

Appointment as: **GIS Analyst (Trainee)**

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

4. WORKING HOURS

Monday- Saturday: 09:30- 18:30 hours.

5. LEAVE OF ABSENCE

Absence without prior permission will result in no pay and termination. After the probation period, you shall be eligible for all the benefits such as Paid Leaves, and other statutory benefits as per Company rules.

We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory

Date: 06/05/2023

Sub: Offer Letter

Dear Richa Kumari,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Annexure

Components*	Monthly (INR)	Annual (INR)
Basic	31667	380000
HRA	12667	152000
Conveyance	800	9600
LTA	2639	31667
PF (Employer Contribution)	3600	43200
Bonus (Annual)	1000	12000
Total	52373	628467
CTC		

* - The components can vary depending on the company and the way it would want to structure the salary.





Offer Letter

Date : February 26, 2023

Dear **Gaurav Yadav**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is March 4, 2023. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to March 4, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum

Variable Compensation: Up to ₹ 300,000.00

Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than March 4, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head - Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
 - Employee Medical Insurance/ESIC (As applicable)
 - Employee Personal Accidental Insurance
 - Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
 - Gratuity, as per government rules
5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.
 6. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period - Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.
9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

[04/04/2023]

Offer Letter

Dear Vitthal,

Congratulations! We are pleased to confirm that you have been selected to work for The Supreme Industries Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of HR Executive at a monthly salary of 20000 per month with an annual cost to company Rs. 240000. Your working hours will be from [9AM to 6PM], [Monday] to [Saturday].

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 10/04/2023 at 9 AM. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

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

Yours truly,

For THE SUPREME INDUSTRIES LTD



Authorized Signatory.



The Supreme Industries Limited

AT & Post : Kanhe, Taluka : Maval,
Dist. Pune - 412 106.
Maharashtra, INDIA.

(02114) 255288, 307300

(02114) 255380

info@supreme.co.in

www.supreme.co.in

CIN : L35920MH1942PLC003534





Offer Letter

Date : February 26, 2023

Dear **Prathmesh Wagh**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is March 4, 2023. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to March 4, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum

Variable Compensation: Up to ₹ 300,000.00

Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than March 4, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head - Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
 - Employee Medical Insurance/ESIC (As applicable)
 - Employee Personal Accidental Insurance
 - Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
 - Gratuity, as per government rules
5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.
 6. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period - Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.
9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

Date: 06/05/2023

Sub: Offer Letter

Dear Ajinkya,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Annexure

Components*	Monthly (INR)	Annual (INR)
Basic	31667	380000
HRA	12667	152000
Conveyance	800	9600
LTA	2639	31667
PF (Employer Contribution)	3600	43200
Bonus (Annual)	1000	12000
Total	52373	628467
CTC		

* - The components can vary depending on the company and the way it would want to structure the salary.





Offer Letter

Date : February 26, 2023

Dear **Vivek Metkar**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Inside Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Inside Sales** function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is March 4, 2023. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to March 4, 2023, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum

Variable Compensation: Up to ₹ 300,000.00

Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than March 4, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head - Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits - All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
 - Employee Medical Insurance/ESIC (As applicable)
 - Employee Personal Accidental Insurance
 - Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
 - Gratuity, as per government rules
5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.
 6. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period - Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.
- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.
9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

[04/04/2023]

Offer Letter

Dear Yogita,

Congratulations! We are pleased to confirm that you have been selected to work for The Supreme Industries Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of HR Executive at a monthly salary of 20000 per month with an annual cost to company Rs. 240000. Your working hours will be from [9AM to 6PM], [Monday] to [Saturday].

Benefits for the position include: (Use if relevant to the position)

- Benefit A (Casual Leave of 12 days per annum)
- Benefit B (Employer State Insurance Corporation ESIC Coverage)

We would like you to start work on 10/04/2023 at 9 AM. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

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

Yours truly,

For THE SUPREME INDUSTRIES LTD



Authorized Signatory.



The Supreme Industries Limited

AT & Post : Kanhe, Taluka : Maval,
Dist. Pune - 412 106.
Maharashtra, INDIA.

(02114) 255288, 307300

(02114) 255380

info@supreme.co.in

www.supreme.co.in

CIN : L35920MH1942PLC003554



Date : 17-Mar-2022

Dear Bhagat Ketaki Jagdish

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day
care and diligence; and in compliance with the management norms.
 - The acceptance of this offer also shows
 - At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's
weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period
you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the
company.
 - All your information will be safe and confidential with Academor. Similarly, all the information acquired during
the course of your employment shall remain confidential and you shall refrain from using it for your own purpose
or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of
its property, equipment and the training including all electronic and written information to Academor.
 - You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
 - The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Vernekar Yogesh Vinayak

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on17-JUN-2019.....

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

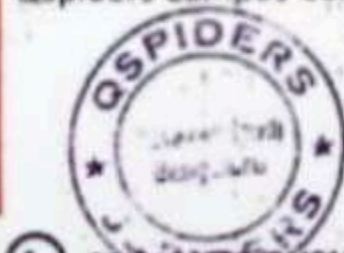
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kemp Gowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Agam Rutuja Jaywant

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempgowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Agam Rutuja Jaywant

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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- No other programs are included in this training module.

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- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempgowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear KULKARNI ROHIT VASANT

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2022

Training Period : 06-May-2022 to 20-May-2022 - (Unpaid)

On the Job Training Start Date: 22-May-2022

On the Job Training End Date: 15-November-2020

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

▪ Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms. ▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.

▪ All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information. ▪ You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development. ▪ Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor. ▪ The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">● 10th standard or equivalent examination.● 12th standard or equivalent● Graduation● Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5 6. .	Mandatory fully covid vaccinated report

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Bhairavkar Akash Ashok

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kemp Gowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Bhoite Manasi Atul

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day
care and diligence; and in compliance with the management norms.
▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's
weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period
you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the
company.
 - All your information will be safe and confidential with Academor. Similarly, all the information acquired during
the course of your employment shall remain confidential and you shall refrain from using it for your own purpose
or from disclosing it to any third party.
 - Upon conclusion of your employment, you will immediately return all of
its property, equipment and the training including all electronic and written information.
 - You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Bhosale Madhuri Balkrishna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Bhosale Madhuri Balkrishna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Subject: Employment offer from TechnoLearn

Dear Bhosale Pratiksha Rajkumar We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A. We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:



OFFER LETTER

Dear, **Bobade Shubham Shivaji**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



Subject: Employment offer from TechnoLearn

Dear Chaudhari Dhanashri Shivaji We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A. We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:

Date : 14 October 2021

Dear Chavan Aniruddha Chandrashekhar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Chavan Aniruddha Chandrashekhar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 17-Mar-2022

Dear Chavan Jyotiram Hanumant

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day
care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's
weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period
you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the
company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during
the course of your employment shall remain confidential and you shall refrain from using it for your own purpose
or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of
its property, equipment and the training including all electronic and written information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Chavan Sneha Kishor

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

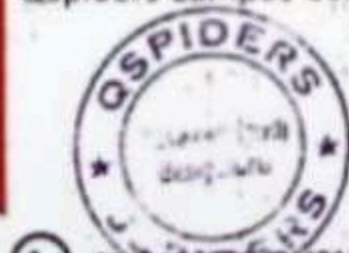
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Chinavale Utkarsha Vijay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Chinavale Utkarsha Vijay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Chitale Sarika Siddharam

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

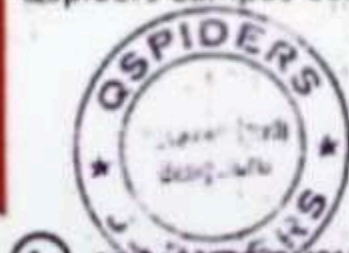
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367 7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019



Subject: Employment offer from TechnoLearn

Dear Choure Harshada Vishwas, We are pleased to offer you the position of WEB Developer at TechnoLearn. Your annual cost to company is 2.5 - 3.5 LPA. The break down of your gross salary and information specific to employee benefits can be found in Annexure A. We would like you to start work on 19-FEB-2022 You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by 25-FEB-2022. Once we receive your acceptance, we will provide information about onboarding and other asset details. We are confident that you will find this offer exciting and I, on behalf of

Techno Learn,
assure you of a very rewarding career in our organization.
Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000 4,200
Pension benefits	58,200
Gross monthly salary	

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management. Termination Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice. This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:

Date : 14 October 2021

Dear Dalave Shrinath Madhukar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Subject: Employment offer from TechnoLearn

Dear **Dhaygude Rutuja Dhaondiba**

We are pleased to offer you the position of WEB Developer at TechnoLearn.

Your annual **cost to company** is **2.5 - 3.5 LPA**. The break down of your gross salary and information specific to employee benefits can be found in Annexure A.

We would like you to start work on **19-FEB-2024** You will work with the Development team and report directly to Leader.

If you choose to accept this job offer, please sign and return this letter by **25-FEB-2024**. Once we receive your acceptance, we will provide information about onboarding and other asset details.

We are confident that you will find this offer exciting and I, on behalf of Techno Learn, assure you of a very rewarding career in our organization.

Sincerely,

TECHNOLEARN

Annexure A

Salary details

Salary component	Amount (in ₹)
Basic pay	25,000
House Rent Allowance (HRA)	13,000
Other allowance	16,000
Pension benefits	4,200
Gross monthly salary	58,200

Salary will be paid on the [last working day/first working day] of each month through [direct deposit/cheque].

Probation

You will be on probation for a period of [six months] from your joining date and will be confirmed as a full-time employee after successful completion of probation.

Salary revision

Revision to your compensation will be after [one year] from the date of joining, subject to your satisfactory completion of the probation period.

Employee benefits

The company will cover the full premium for your inclusion under the Group Health Insurance for a sum insured of ₹ xxx,xxx [amount in words].

Gratuity will be payable as per the Gratuity Act upon separation from the company, subject to completing a minimum of five years of employment.

Confidentiality

Information you have access to during your employment is confidential and proprietary information of the company. You agree not to disclose such information without prior consent from the management.

Termination

Your employment will be on an at-will basis, providing both you and the company with the flexibility to end the employment relationship at any time, with or without cause or notice.

This employment offer is subject to your successful completion of a pre-employment background check and your agreement to sign standard confidentiality agreements.

Accepted by: [Candidate name]

Signature:

Date:



OFFER LETTER

Dear, Dubale Swapnil Arun

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Gaikwad Rukmini Jayhind

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
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Thank & Regards

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USN NO



9513641367 7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Gole Pooja Bapu

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
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Thank & Regards

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USN NO



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info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **Gurav Sanket Sunil**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

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Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
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Thank & Regards

Qspiders Campus Connect Team.

USN NO



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info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Hole Prasad Suhas

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Hole Prasad Suhas

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 17-Mar-2022

Dear Jadhav Abhishek Prakash

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and the training including all electronic and written information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jadhav Snehal Prabhakar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jadhav Snehal Prabhakar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Jagtap Priyanka Ashok

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

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Incentives : INR 10000

Target: 180000 INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14 October 2021

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

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I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Jagtap Reshma Vitthal

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

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- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempagowda Nagar, Bengaluru, Karnataka 560019

Date : 14 October 2021

Dear Jangle Devashish Sunil

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

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Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Jedhe Amruta Rajendra

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

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- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

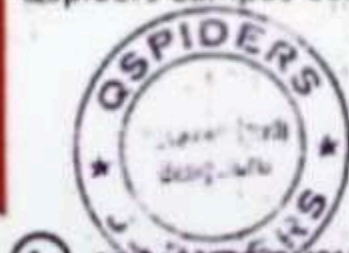
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Thank & Regards

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01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempgowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Joshi Ankita Sharad

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms. ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and the training including all electronic and written information to Academor.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, **Kadam Pratiksha Nivrutti**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
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RULES:

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- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

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Thank & Regards

Qspiders Campus Connect Team.

USN NO



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info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Kawale Kajal Anna

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
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Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day
care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's
weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period
you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the
company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during
the course of your employment shall remain confidential and you shall refrain from using it for your own purpose
or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of
its property, equipment and the training including all electronic and written information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
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4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, Koditkar Sonali Laxman

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

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- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

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Thank & Regards

Qspiders Campus Connect Team.

USN NO



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01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempgowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Lawande Prajakta Vasant

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

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the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
▪ The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day care and diligence; and in compliance with the management norms. ▪ At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party. ▪ Upon conclusion of your employment, you will immediately return all of its property, equipment and the training including all electronic and written information to Academor.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 14 October 2021

Dear Lohar Surabhi Bajarang

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



OFFER LETTER

Dear, **Mathpati Umadevi Sidram**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, **More Ravina Prakash**

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-JULY-2022.

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367 7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempgowda Nagar, Bengaluru, Karnataka 560019

Date : 17-Mar-2022

Dear Rajpure Harshada Ramchandra

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 08-May-2022.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 08-May-2022

Training Period :08-May-2022to 22-May-2022 - (Unpaid) On
the Job Training Start Date:24-May-2022 On the Job
Training End Date:15-November-2020 Location of Training:
Bangalore Stipend: INR 15000 Per Month Incentives : INR
10000 Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 08-May-2022

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due
your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day
care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's
weekly off. (Depending on situations we might ask you to stay for sometime extra after your resignation period).

- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period
you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the
company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during
the course of your employment shall remain confidential and you shall refrain from using it for your own purpose
or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of
its property, equipment and the training including all electronic and written information.
- You will have to cooperate with and follow all policies and practices of Academor for both yours and Academor's development.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

Date : 1 January 2023

Dear SANIKA MEGHRAJ ERANDE

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE:_____

(Candidate's Signature)

DATE:_____



Date: 10/4/22

Service Certificate

This is to certify that **MR. AKSHAY**, P.No: 00743803 has been an active employee of Tata Motors Passenger Vehicles Limited from **11 Oct 21 to 10 Apr 22**

MR. AKSHAY had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at Tata Motors Passenger Vehicles Ltd was 101879114642

We wish **MR. AKSHAY** the very best for future endeavours.

For Tata Motors Passenger Vehicles Limited,

A handwritten signature in black ink, appearing to read "Abhishek Thigale".

Abhishek Thigale
Senior Manager,
Employee Relations.





Date : 14 October 202

Dear AROTE PRATIK RAMESHWAR

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear BHAGYASHRI

Sub: Letter of Offer

Thank you for exploring career opportunities with inYantra Pvt. Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of inYantra. This offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear J a l i n d e r

Sub: Letter of Offer

Thank you for exploring career opportunities with inYantra Pvt. Ltd. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of inYantra. This offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Date : 14 October 202

Dear PANGARE ANKITA SUNIL

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





Date : 14 October 202

Dear SHINDE PRIYANKA SHEKHAR

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





Date: 10/04/22

Service Certificate

This is to certify that **Ms. RIYA** P.No: 00743803 has been an active employee of Tata Motors Passenger Vehicles Limited from **11 Oct 21 to 10 Apr 22**

Ms. RIYA had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at Tata Motors Passenger Vehicles Ltd was 101879114642

We wish **Ms. RIYA** the very best for future endeavours.

For Tata Motors Passenger Vehicles Limited,

A handwritten signature in black ink, appearing to read "Abhishek Thigale".

Abhishek Thigale
Senior Manager,
Employee Relations.



Date:07-Jan-2022

To
RAUT AISHWARYA SAMPAT
INDIA

Dear Raut Aishwarya Sampat,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

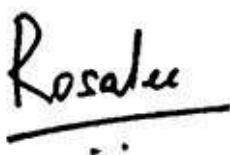
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



**Enclosed: Annexure to your offer of employment****Acceptance of the Offer**

I, Aishwarya, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Raut Aishwarya Sampat

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Raut Aishwarya Sampat

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).

Parents/Parents-in-law or siblings or any other relationships are not covered.

- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

19-Nov-2021

Dear **DAKAVE AISHWARYA GOVIND**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

DAKAVE AISHWARYA GOVIND, 24, 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 DAKAVE AISHWARYA GOVIND

Sign: _____
Name: _____

Sign: _____
Name: _____



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 20-02- 2023

Mr. Anpat Nikhil Narsing
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Anpat Nikhil Narsing,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2023 to 02-03-2024 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





12th January 2022

To,
Bhandge Uttkarsh Vivek
Sector 4, Lane No. 5,
Dhankawadi
Pune 411046

Sub: **Offer of Employment**

Dear Uttkarsh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) ets., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

Kraft Powercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For Kraft Powercon India Ltd.



Suraksha Giri
Deputy Manager – HR & Admin



Annexure

Name :- Bhandge Uttkarsh Vivek

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

	Salary Structure	
Compensation Components	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

Professional Tax (Rs 200 PM)

Provident Fund (Rs. 1800 PM)

Bus Deduction (Rs. 400 PM) if bus facility availed

Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: KraftPowercon offers you an annual coverage of INR 300000/-. For yourself.

You will be covered under the GPA policy for 20 lakhs.

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Gole Vaibhav Balbhim,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Gole Vaibhav Balbhim

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Gole Vaibhav Balbhim

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

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Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheet & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

Mr. Kharat Pritej
Anandrav, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India

Contact No.: 7773971878

Dear Kharat Pritej Anandrav

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
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Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Kharat Pritej Anandrav

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

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Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

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Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

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In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

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3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

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4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

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October 5, 2021

**Mr. Pangare Abhijit
Rajaram, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Pangare Abhijit Rajaram

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Pangare Abhijit Rajaram

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

- a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.
- b) The employee is also entitled to group personal accident coverage as per annexure A.
- c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

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“Cause” shall mean:

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- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

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7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

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October 5, 2021

**Mr. Survase Shivaji
Mahadev, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Survase Shivaji Mahadev

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

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7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
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(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Survase Shivaji Mahadev

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Gaurav Ramkrushana Aher
Shirwal Tal Khandala
Dist. Satara

Dear Gaurav Ramkrushana Aher,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO:

Kiran Arshakota

START DATE:

03 June 2022

SALARY:

Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP]

You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX:

The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.



BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Saurav', with a stylized flourish underneath.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____

Date:07-Jan-2022

To
SHINGADE GAYATRI LAXMAN
INDIA

Dear Shingade Gayatri Laxman,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

T2.h5e. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

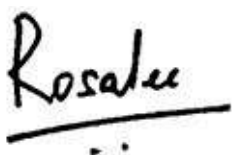
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Gayatri, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Shingade Gayatri Laxman

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Shingade Gayatri Laxman

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).

Parents/Parents-in-law or siblings or any other relationships are not covered.

- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Kalyani Forge Limited

KOREGAON BHIMA, -412 216,
TEHSIL TEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Kadav Shrikant Tanaji
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Kadav Shrikant Tanaji,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Kalyani Forge Limited

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TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Mali Omkar Ankush
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Mali Omkar Ankush,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Kalyani Forge Limited

**KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.**

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Mandavkar Roshan Rajaram
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Mandavkar Roshan Rajaram,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

Shailendra Gaikwad
Head- HR, IR & Admin



Date:07-Jan-2022

To
BANDAL JEET SHIVAJI
INDIA

Dear Bandal Jeet Shivaji ,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

T2.h5e. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

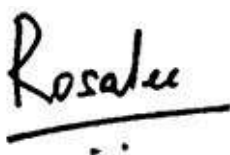
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function





Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Jeet, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Bandal Jeet Shivaji

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Bandal Jeet Shivaji

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



APPOINTMENT LETTER

April 20, 2022

Dear Misal Pratiksha Sharad,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Misal Pratiksha Sharad

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

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

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** Misal Pratiksha Sharad 20/4/2022 7:08 PM

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

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

232358895

19-Nov-2021

Dear **MULE SHWETA DATTATRAY**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

MULE SHWETA DATTATRAY, 24, 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 MULE SHWETA DATTATRAY

Sign: _____
Name: _____

Sign: _____
Name: _____



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Pangare Rohit Dattatray
Diwale Tal- Bhore
Dist.- Pune

Dear Pangare Rohit Dattatray,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.



BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Saurav', with a stylized flourish underneath.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



APPOINTMENT LETTER

April 20, 2022

Dear Pisal Sujit Satish,

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

1. Appointment Details:

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

2. Compensation:

You will be eligible for:

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Pisal Sujit Satish

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

Bonus Details

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

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

Please note the terms and conditions:

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

ANNEXURE – V

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

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

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

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

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

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

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

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

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

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

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

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

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

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

2. Voluntary Superannuation Policy (VSS)

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

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

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

& transparent fund management.

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

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

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

☒ Accept ☐ Decline

☒ **Signature** [Pisal Sujit Satish](#) 20/4/2022 7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

232358891



Kalyani Forge Limited

KOREGAON BHIMA, -412 216,
TEHSIL TEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Pisal Viraj Vishwas
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Pisal Viraj Vishwas,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

Shailendra Gaikwad
Head- HR, IR & Admin





Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Rutuja Mohan Dhumal
Shirwal Tal Khandala
Dist. Satara

Dear Rutuja Mohan Dhumal,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

**BENEFITS:**

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Saurav', with a stylized flourish and a small arrow pointing to the right.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



12th January 2022

To,
Sairaj Siddheshwar Dhas
Paranda,
Beed

Sub: **Offer of Employment**

Dear Sairaj,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment as '**Engineer – After Sales**' in our Company on the following terms & conditions.

1. You will be based at **Ranjhe Factory**. However, your services are liable to be transferred to any of our offices/unit/places anywhere in India.
2. You will be on probation for a period of six months from the date of your joining. During For probation, the notice period will be 2 months.
3. Your annual emoluments on joining will be as per the annexure.
4. This offer and its continuance are subject to:
 - a. Verification of your educational records (mark sheets/ certificates) ets., relieving letter and experience certificate from your previous organization.
 - b. Verification of references furnished by you.
 - c. Verification of salary slip with bank account statements furnished by you.
5. For termination of employment during the Probation period you will be given at least seven days prior written notice from the organization.

If the above offer is acceptable to you, please sign the duplicate copy as acceptance of employment.

Please join on or before 15th January 2024 at 08:30 am and meet the undersigned at the address below.

Kraft Powercon India Ltd.
Gat No. 105, Village Ranjhe,
Shivapur-Kondanpur road,
Tal. Bhore, Dist. Pune - 412205

Best Wishes,
For Kraft Powercon India Ltd.



Suraksha Giri
Deputy Manager – HR & Admin



Annexure

Name :- Sairaj Siddheshwar Dhas

Designation:- Engineer – After Sales

Reporting to : Dy Manager – After Sales

	Salary Structure	
Compensation Components	P.M	P.A
Basic Salary		
Basic Salary	15833	189996
TOTAL BASIC SALARY	15833	189996
HRA	6333	75996
Conveyance	1000	12000
Medical Allow	1500	18000
Attire	900	10800
Book	600	7200
Education Allow	200	2400
Special Allow	656	7872
TOTAL ALLOWANCES	11189	134268
Gross Salary (A)	27022	324264
OTHER BENEFITS		
Company Provident Fund	1800	21600
Gratuity	762	9139
BONUS	2083	25000
TOTAL (B)	4645	55739
COST TO COMPANY (C=A+B)	31667	380003

Notes: -

Deductions:

Professional Tax (Rs 200 PM)

Provident Fund (Rs. 1800 PM)

Bus Deduction (Rs. 400 PM) if bus facility availed

Income Tax (as per tax bracket).

Benefits:

Hospitalization Insurance: KraftPowercon offers you an annual coverage of INR 300000/-. For yourself.

You will be covered under the GPA policy for 20 lakhs.

19-Nov-2021

Dear **SARATE VAISHNAVI SADASHIV**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

SARATE VAISHNAVI SADASHIV, 24, 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 SARATE VAISHNAVI SADASHIV

Sign: _____
Name: _____

Sign: _____
Name: _____



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Mr. Saste Sunil Suresh
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Saste Sunil Suresh,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

Shailendra Gaikwad
Head- HR, IR & Admin



Date:07-Jan-2022

To
BHOITE SURAJ SANJAY
INDIA

Dear Bhoite Suraj Sanjay,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

T2.h5e. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

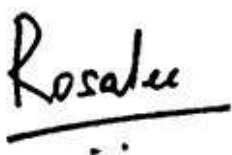
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function





Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Suraj, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Bhoite Suraj Sanjay

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : Bhoite Suraj Sanjay

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).
Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Swami Parvati Dayanand
Lonand Tal- Khandala
Dist.- Satara

Dear Swami Parvati Dayanand,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO:

Kiran Arshakota

START DATE:

03 June 2022

SALARY:

Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP]

You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX:

The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.



BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Bhandge Uttkarsh
Vivek,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Bhandge Uttkarsh Vivek,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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



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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



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

*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TCS Confidential

TCSL/DT20218121751

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



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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Bhandge Uttkarsh Vivek
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Kurane Shahanaj
Bakas,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Kurane Shahanaj Bakas,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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



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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



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

*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TCS Confidential

TCSL/DT20218121751

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



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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Kurane Shahanaj Bakas
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Magar Sunil Shankar,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Magar Sunil Shankar,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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



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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



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

*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TCS Confidential

TCSL/DT20218121751

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



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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Magar Sunil Shankar
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

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

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



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

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

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

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

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

8. Restriction on Associate's Rights

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

9. No License

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



10. Equitable Rights

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

11. General

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

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

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

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



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

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



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Shinde Mangesh
Maruti,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shinde Mangesh Maruti,

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 &



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

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

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

3. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:



1. Basic Cover

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

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

2. Higher Hospitalisation

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

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

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

Maternity Leave

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

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

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

Loans

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

Professional Memberships

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



RETIRALS

Provident Fund

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

Gratuity

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

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

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

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

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

2. Pre requisites for Joining

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



3. Training Period

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

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

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

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

4. Working Hours

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

5. Mobility

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

6. Compensation Structure / Salary components

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

7. Increments and Promotions

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

8. Alternative Occupation / Employment

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



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

9. Confidentiality Agreement

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

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

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

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

12. Overseas International Assignment Agreement

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



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

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

13. Terms and Conditions

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

14. TATA Code of Conduct

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

15. Notice Period

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

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

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

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

16. Retirement

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

17. Pre-employment Medical Certificate

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



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

18. Employment of Non Indian Citizens

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

19. Background Check

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

20. Submission of Documents

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

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

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



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

*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

*PAN Card (Permanent Account Number)

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

*Passport

*NSR E-Card

21. TCS Xperience Program

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

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

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

22. Letter of Appointment

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

23. Rules and Regulations of the Company

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

TCS Confidential

TCSL/DT20218121751

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



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

24. Compliance to all clauses

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

25. Data Privacy Clause:

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

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

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

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

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

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

**Withdrawal of Offer**

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

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

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

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



GROSS SALARY SHEET

Annexure 1

Name	Shinde Mangesh Maruti
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



2. Associate's Obligations

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

3. Intellectual Property Rights

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



4. Prior knowledge

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

5. Use of third party material

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

6. Security policies and Guidelines.

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

7. Working in SBWS Framework:

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

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

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Date:07-Jan-2022

To
SHIRSATE TEJAS VILAS
INDIA

Dear Shirsate Tejas Vilas,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

T2.h5e. other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

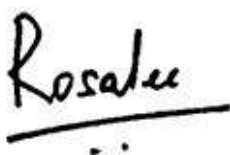
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function





Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, Tejas, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Shirsate Tejas Vilas

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name Shirsate Tejas Vilas

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children).

Parents/Parents-in-law or siblings or any other relationships are not covered.

- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.

(02137) 252335, 252755, 252757

(02137) 252344/ 252756. www.kalyaniforgo.co.in

Date- 10-03- 2022

Ms. Kranti Arun Ubale
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Kranti Arun Ubale,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 01-06- 2022 to 02-06-2023 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,

**Shailendra Gaikwad,
Head- HR, IR & Admin**





Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Sawant Akash Jaywant
Bhor Tal- Bhor
Dist.- Pune

Dear Sawant Akash Jaywant,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

**BENEFITS:**

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Saurav', with a stylized flourish underneath.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



APPOINTMENT LETTER

April 20, 2022

Dear Sharma Deepak Kumar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Sharma Deepak Kumar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Sharma Deepak Kumar 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235889



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Shinde Sachin Tanaji
Sarola Tal- Bhore
Dist.- Pune

Dear Shinde Sachin Tanaji,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO: Kiran Arshakota

START DATE: 03 June 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

**BENEFITS:**

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.



TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.



CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Saurav', with a stylized flourish underneath.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 February 2022

Suraj Mohan Nanaware
Wai Tal- Wai
Dist.- Satara

Dear Suraj Mohan Nanaware,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.



REPORTING TO:

Kiran Arshakota

START DATE:

03 June 2022

SALARY:

Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP]

You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX:

The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

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TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.



RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

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Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.



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If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature of Candidate _____

Date_____



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Dhamale Nilesh Dnyaneshwar

B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan

Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Parbal Saurav Dattatray

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

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LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

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Pragya Pandey

Sr. General Manager-HR

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Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Zambare Nilesh Sopan

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

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Plot No. A1/1, MIDC Phaltan

Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Shilimkar Bhushan Satish

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

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POSITION : Engineer Trainee

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Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan

Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2022/726

Date: 1st August 2022

Name- Patole Samadhan Vilas

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee

LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

DATE OF JOINING : 10th August 2022

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey

Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

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Village Surawadi, Phaltan-Lonand Road

Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2022

Name- Bandgar Saurabh Prashant

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

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This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

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LOCATION : Tata Cummins Ltd., Phaltan

SALARY GRADE : JE 1 N

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Taluka Phaltan, Satara 415528

Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India

To,

AGARKAR PRACHIT PAWAN

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

**'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .
Mobile: +91 92256 00635**



RAWAT
Furniture at its best

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Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

BABAR NITIN VILAS

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. BAGWAN ARBAZ ALIM

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical/Production/Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2022

BORKAR SAURABH SAMBHAJI

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



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hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

CHANDSURE SURAJ SATISH

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

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VALVES & CONTROLS

A WOM group company

To,

CHAVAN RAHUL DIPAK

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

CHIMBALKAR PRAJWAL SHEKHAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th May 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

CHOTHE SWAPNIL RAMCHANDRA

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

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Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/2022

Date: 22/03/2022

To,
DHANAVE SHUBHAM GORAKH
Mechanical Engineering Dept

Dear **SHUBHAM**

With reference to the recruitment process conducted on 11/01/2022 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)

To,

GADHAVE PRUTHVIRAJ DILIP

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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Sincerely yours,



Mr. Santosh Nagraj

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Mobile: +91 92256 00635



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Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

GAIKWAD PRADEEP MANIKRAO

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. GARUD TEJAS VILAS

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical/Production/Automobile
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(To evaluate the standard of written communication skills)

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Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

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If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2022

INAMKE SANKET RAGHUNATH

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

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Sincerely,

Jamie Chastain

President of Borcelle

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hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345



TeamLease®

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Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

JADHAV AKSHAY ANANTA

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VALVES & CONTROLS

A WOM group company

To,

JAWARE SHUBHAM VIJAY

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

KADAM NAMDEV DNYANOBA

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

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Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

KADAM PRAJWAL RAMESH

Mechanical Division

WOM, Velu, Pune

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Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2022

Date: 22/03/2022

To,
KAMBLE KIRAN RAMCHANDRA
Mechanical Engineering Dept

Dear **KIRAN**

With reference to the recruitment process conducted on 11/01/2022 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)

To,

KHESE ARJUN BHANUDAS

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .

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Mr. Santosh Nagraj

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Mobile: +91 92256 00635



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Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

KISHOR BAPU JAMDADE

Sub: Letter of Offer

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Date : 16th Jul 2022

Dear Mr. KONDE ROHIT AMAR

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(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
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Corporate Personnel & Administration Department,
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Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

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SHIELD PRO

REAL ESTATE

20 July 2022

MORE NILESH MAHENDRA

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Sincerely,

Jamie Chastain

President of Borcelle

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hello@reallygreatsite.com



123 Anywhere St., Any City, ST
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TeamLease®

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Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

MULE PRANAV KISHOR

Sub: Letter of Offer

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This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



VALVES & CONTROLS

A WOM group company

To,

NANDE SUJIT BALASAHEB

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2022

Mr. Satish Patil

NIKAM SAURABH SANJEEV

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



VALVES & CONTROLS

A WOM group company

To,

PARDHI DEVENDRA SHARAD

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

SJCPL/HRA/FR-04



Date- 17.08.2023

To,

Mr. Akshay Sutar,
Room No 02, Second Floor, Patil Plaza
Lane, No.3, Dhanori Road, Bhairav nagar
Pune, Maharashtra - 411015

JOB OFFER LETTER

We are pleased to offer you the position of **"Jr. Engineer - Billing"** at S.J. Contracts Pvt. Ltd. and your date of joining is **21st August 2023 at 9.30 am**. We are confident that you will contribute your skills and experience towards the organization growth.

We would expect you to join early as possible as but not later than **21st August 2023** beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, by us. Appointment letter we will give at the time of joining date.

Kindly report for joining formalities to Head Office Baner @9.30 am

Address-

SJ Contracts Pvt Ltd
305 - 308 Amar Business Park
Baner Road, opp. Sadanand Hotel, Baner , Pune – 411045.

Please carry the following **Original documents & copies** at the time of joining.

- Copy of Aadhar & PAN Card. **Nos. 02 (Each Two)**
- Copies of Educational Qualification. **Nos.1 (10th/12th/Graduation/Post Graduation)**
- Experience / Relieving Letter from the Previous Employer. **Nos.1**
- Three Photographs.

Note - This offer is valid only if you are found to be subjected to medically fit for the duty.

Please confirm your acceptance of this offer by signing and acknowledging this letter within 48 Hours.

For, S J Contracts Pvt Ltd.,

Authorized Signatory



305 - 308, Amar Business Park, Sadanand Estates, Plot No. 1, S. No. 105, Baner Road, Baner, Pune 411045
CIN No.: U45200PN2008PTC132056
Tel: 020-29996412 / 13 | www.sjcpl.in



Office Address: 1st Floor Amrapali Apartment, Right Bhusari Colony, Kothrud, Pune – 411038
CIN: U7499PN2020PTC195689

LETTER OF APPOINTMENT

Date: 23-07-2022

Dear, **Sharad Veer**

Appointment as: **GIS Analyst (Trainee)**

We refer to your recent interview for the above position and pleased to advise that we are offering you the position with our company effective from **24-07-2023** under the following terms and conditions.

1. DUTIES & RESPONSIBILITY

Reporting to **AM Data Lab Pvt. Ltd.**, you will be responsible for the **duties discussed** with you. These duties may be reviewed and modified time to time, based on organizations requirement.

2. PROBATIONARY PERIOD

You shall initially be under PROBATION for a period of 3 Months from the date of appointment and after the period of probation period, your service shall be conformed if the management may deem fit, depending upon your performance.

3. SALARY

Your salary will commence at **13000/- INR** per month. After the confirmation management will decide the appraisal.

4. WORKING HOURS

Monday- Saturday: 09:30- 18:30 hours.

5. LEAVE OF ABSENCE

Absence without prior permission will result in no pay and termination. After the probation period, you shall be eligible for all the benefits such as Paid Leaves, and other statutory benefits as per Company rules.

We look forward for a cordial and healthy relationship in the days to come and reach higher scale in your career. Please sign the duplicate of this letter as a token of your acceptance to the same.

Wishes,

For AM Data Lab Pvt Ltd

Authorized Signatory



Date: 16/12/2022

To

Varun Vijay Bhosale

Dhayari, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 27 August 2023. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 16/12/2022

To

Jinesh Dhoka

Gangadham, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 16/12/2022

To

Shubham Karkar

Kurla West.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 16/12/2022

To

Ashish Mohite

Rajapur, Ratnagiri.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 16/12/2022

To

Vaibhav Mokashi

Karandi Bk, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 16/12/2022

To

Kajal Pawar

Wai, Satara

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 1,20,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR

Date: 07/9/2022

To

Afware Mohammad Nazim

Solapur.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/9/2022

To

Badak Payal Tanaji

Katraj, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

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You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

AT POST CHAUDHARWADI TAL-PHALTAN DIST-SATARA PIN-415523
LICIEN NO.172/2021-22 MOB NO. 9762957622/9657262342
EMAIL-jagdambaconstruction97@gmail.com

Date: 07/9/2022

To

Kishor Popat Bandal

Gevrai, Beed

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/9/2022

To

Rahul Bansode

Wai, Satara.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. You have successfully completed our initial selection process and we are pleased to make you an offer.

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You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/9/2022

To

Mayure Bare

Vadgaon , Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. You have successfully completed our initial selection process and we are pleased to make you an offer.

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You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/9/2022

To

Shubham Hendre

Saswad, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

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Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 07/9/2022

To

Mundhe Shweta

Aurangabad.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

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You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

**B.G. SHIRKE
CONSTRUCTION TECHNOLOGY PVT. LTD.**

Regd. Office & Factory : 72-76, MUNDHWA, PUNE-411 036 (INDIA)
Tel : (020) 26708100, Fax : (020) 26871612 E-mail : info@shirke.co.in
Website : www.shirkegroup.com CIN : U45201PN1994PTC077340

SHIRKE®



SAYEE PRAMOD RENUSE
224, Gangapuri,
Near Vitthal Temple, Wai,
Satara - 412 803.

Date : 24.07.2023

SUB. : APPOINTMENT FOR "1435-Pre- Casting Yard Moshi"

Dear Sayee,

With reference to your application for employment and the subsequent interview you had with us, the Management is pleased to appoint you as **"TRAINEE ENGINEER - CIVIL"** for our **"1435-Pre- Casting Yard Moshi"** work on the following terms and conditions:

1. Your CTC is attached (Annexure - I).
2. Your appointment commences from the date of your joining duties i.e. **01.07.2023**.
3. You will be on Technical Training for a total period of 12 months however since you had already done a training **5 months** while you were associated with company through Shriram Enterprises you shall be further required to complete residual **7 month's** Technical Training out of 12 months training .
4. After successful completion of your Technical training in BGSCTPL you will on probation of for a period of 6 months during which your performance and conduct will be reviewed and based on the same your services are liable to be confirmed or extended or even terminated, at the sole discretion of the company. Confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing. Until such confirmation letter is issued to you , you will be deemed to continue your appointment on probationary basis
During the probationary period your services can be terminated by without giving any notice in advance and/ or without giving assigning any reasons thereof by the Management.
5. During the period of Probation, you will not be entitled to avail of any leave. However, on confirmation, you will be entitled to benefits of leave according to prevailing rules of the company.
6. After confirmation and in the event of your leaving our employment or where the Company desires to terminate your services for any reason whatsoever, the same can be done by giving one month's clear notice in writing or salary in lieu. Any reduction in the notice period or decision to set off accumulated leave against the notice period would be entirely at the desecration of the Management. However, no such notice will be required to be given in case your services are terminated for any misconduct. Your failure to comply with this clause shall entail forfeiture of your leave salary, bonuses and discretionary benefits and the company will be at liberty to initiate legal action against you for the recovery of the amount.
7. During the Training period of employment, you will be subject to the standing orders and/or service regulations applicable from time to time to the company where you are required to work. Moreover, any rules, regulations and orders promulgated by the company and applicable to employees of your level/ grade, will also be applicable to you.
8. Your appointment is subject to your medical fitness as certified by the Company's Medical Officer.
9. You will not during the course of your employment in our organization, or at any time thereafter disclose to any person, firm or company, any information, confidential or otherwise, concerning the affairs of the company and particularly information about the process, the machinery the technical knowhow, chemical or the raw materials etc.
10. You will attend the work place before 8.30 a.m. each day. You should write the diary daily and furnish assessment to the superior/In-charge of daily work before you leave work place.

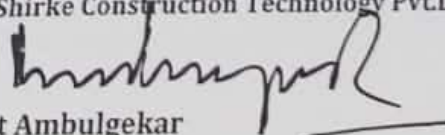
.. 2 ..

11. Your services are transferable by a notice of 24 hours to any project/division, section, branch office, work site etc. of the company or its subsidiary in India. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations which are prevalent at your new place of project/site posting.
12. You will carry out such duties and responsibilities during such hours as shall be assigned to you from time to time by your superiors of that project/site.
13. You will not, during your employment with the company in terms of this letter, except so far as may be proper in the ordinary course of business and for the interest of the company - or at any time thereafter, divulge or make known any information, secret process or any information in any way whatsoever relating to the company or its business and/or any of its clients / customers and/or any other information or data and materials and/or any sketches, drawings, specifications or data etc., which come to your knowledge relating to the company's construction /manufacturing process or any products or goods, or services in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter.
14. Although your Technical Training will consist of the, Training , Learning & some Duties etc. assigned to you being "TRAINEE ENGINEER - CIVIL" you may at any time be called upon to discharge any other duties which in the opinion of the company are within the capacity of yourself to discharge and you will forthwith undertake to discharge those duties with diligence and care.
15. Any change in your residential address will be notified by you in writing forthwith to the company. All communications will be addressed to you on the last address notified by you and it will be deemed for all purposes that you have received such communications sent to you within the normal time taken by the Postal Authorities.
16. In the unfortunate event of an accident or occupational diseases arising out of and in the course of your employment and resulting in personal injury. Illness or the death, you or your family members will be eligible for the payment of compensation as applicable under the Employees Compensation (Amendment) Act 2017.
17. You shall retire from the services of the company on attaining the age of 58 years. However, it would be open for the company to terminate your employment at any time in the event of your becoming medically unfit and thus being unable to discharge your duties properly, of which company shall be the sole judge, for any period longer than three months.
18. Your appointment is subject to your producing all the documentary evidence and certificates (in original) of your age and qualifications as stated by you in the Employment Application Form.
19. Upon the cessation of your employment you will return to the company all tools, spares, documents and any other article and/or copies thereof belonging to the company which may at the time be in your possession.
20. It is clearly understood and agreed that if any statement made by you in your application is found to be false or erroneous and/or any omission which tends to mislead the company it will be sufficient cause for termination of your service with the company at any time during your employment.
21. Your appointment will be subject to the general service rules, terms and conditions of the company at present in force, which have been explained to you and also to the modified service conditions as and when they are brought into the effect.

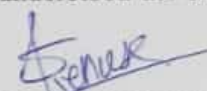
Please return the duplicate copy of this letter duly signed in token of your acceptance of this letter. We take this opportunity to welcome you to the organization and hope that your association with us will prove to be of mutual benefit.

Thanking you,

For B.G. Shirke Construction Technology Pvt.Ltd.


Prashant Ambulgekar
Vice President - HR.

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely


SIGNATURE OF EMPLOYEE



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Raviwar Peth, Wal : DIST: Satara : 412803.

Date: 04/01/2023

To

Pranjali Bhalekar

Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Raviwar Peth, Wal DIST: Satara 412803

Date: 04/01/2023

To

Monika Khaladkar

Saswad, Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Raviwar Peth, Wal DIST: Satara 412803

Date: 04/01/2023

To

Kondke Satyam

Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

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Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR



ROHAN JAYANT GORE

R J CONSTRUCTIONS

📍 Raviwar Peth, Wal DIST: Satara 412803

Date: 04/01/2023

To

Shubham Raut

Sangvi, Pune, Maharashta.

Sub: Letter of Offer

Thank you for exploring career opportunities with R J Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the R J CONSTRUCTION. Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 2 weeks of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,

Mr. Rohan Jayant Gore

R J Construction.

Head & HR



Captions Outdoor Advertising LLP

1A, The Orion, Arjun Mansukhani Path, Koregaon Road, Pune - 411 001. INDIA
P: +91 20 6628 3200 / 01 | www.captionsindia.com | info@captionsindia.com

Date: 05.10.2021

OFFER LETTER

Dear Mr. Shreyas

With reference to your application and interview, we are pleased to offer you the position of "Sr. Accounts Executive" in the Captions Outdoor Advertising LLP on the following terms and conditions:

1. Your appointment commences with effect from 18th Oct 2021, subject to verification of
 - Original educational certificates, professional certificate, work experience certificates, release letter from the last employee and submission of attested photocopies of the same.
 - Full details of two references that hold a responsible position and are not related to you. The management reserves the right to check your references if it desires so.
 - Proof of your date of birth.
 - You will also be required to submit 2 recent passport sized photographs and address proof.
2. You will draw a consolidated salary of Rs. 41,996 per month.
3. The work timing currently is from 9:30 a.m. to 6:30 p.m., Monday to Saturday and 2nd & 4th Saturday is holiday. However, if any more hours are required you will comply and be ready to put in your best.



Captions Outdoor Advertising LLP

1A, The Orion, Arjun Mansukhani Path, Koregaon Road, Pune - 411 001. INDIA
P: +91 20 6628 3200 / 01 | www.captionsindia.com | info@captionsindia.com

It would be our pleasure to welcome you to our organisation and would wish for a long and mutually beneficial association.

Please express your acceptance by 12th Oct 2021. The appointment letter will be given to you at the time of joining subject to submission and verification of point 1 at the time of joining.

For Captions Outdoor Advertising LLP,

[Signature]
Authorised Signatory



Qualsquad Infotech Private Limited

Date: 19th Sep.2021

OFFER LETTER

To,
Komal Pokharkar
Pune

QIPL-1287

Congratulations! We are pleased to offer you the post of **Data Analyst** in Qualsquad Infotech Pvt. Ltd. Your appointment will be effective from **19th Sep.2021**. Your Cost to Company [CTC] per month w.e.f. Your date of joining is **Rs. 13418/- (Rupees Thirteen Thousand Four Hundred & Eighteen only)** and your probation period will be of six months from your date of joining. Details of the remuneration w.e.f. your date of joining is as follows:

CTC Structure			
No.	Particulars	Monthly (Rs.)	Annually (Rs.)
1	Basic	11000	132000
2	HRA	550	6600
3	Other Allowance	150	1800
Total		11700	140400
Employee Contribution			
1	PF	1338	16056
2	ESI	88	1056
3	P Tax	200	2500
Total		1626	19512
Employer Contribution			
5	PF	1338	16056
6	ESI	380	4560
Total		1718	20616
7	CTC	13418	161016

Taxes, etc. as applicable. If this offer of employment is acceptable to you, please let us know your acceptance of employment, within this period, by confirming and providing a signed copy of this document on or before **19th Sep.2021** by e-mail/post/by hand or else the offer will be deemed as canceled. Your employment is contingent upon the background verification before/after your joining.

Yours sincerely,

PROMIT KUMAR

SANYAL

Promit Kumar Sanyal

Executive Director

Qualsquad Infotech Pvt. Ltd.

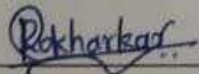
Digitally signed by PROMIT
KUMAR SANYAL
Date: 2021.10.07 14:32:06 +05'30'

ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

Name : Komal Pokharkar

Signature: _____



Date: 19th Sep.2021

Address : Business@Mantri, 1st Floor, Wing - A, 197 Viman Nagar, Pune-Nagar Highway, Pune-411014.

Email : info@qualsquad.com

Contact : +91-7775834059

Corporate Identification Number : U72300WB2015FTC208484

To,
Mr. Ajit Pisote

Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as “Assistant HR” in our organization with effect from 3 January 2022 on the following terms and conditions.

1. Initially, you will be on probation for a period of six months from the date of joining. If found necessary, the probation period may be extended at the discretion of the management or may be dispensed with either during the initial or extended period of probation. Unless confirmed in writing, you will be deemed as Confirmation after the expiry of the initial or the extended period of probation.
2. During your probation you will be entitled to a monthly package of Rs. 21845/- per month and CTC will be Rs. 22655/- per month. The salary breakup is enclosed with this letter.
3. You shall have to attend to such duties as are assigned to you from time to time and that it shall be your duty to discharge the said duties diligently and faithfully and to the entire satisfaction of the management.
4. You will be governed by such rules and regulations as are applicable to the company and such other rules and regulations which are in force and which may be in to force in future from time to time by the management.
5. In order to give you wider exposure during probation, you may be transferred to any other section or department in the same establishment or you may be transferred to any other establishment (existing or which may be set up in future) under the same management anywhere in the country without any additional benefits. While on probation at the transferred place, you will be governed by the rules applicable at the transferred place.
6. You shall be liable to carry out all the instructions of your superiors diligently and faithfully in connection with the company's work and to the best of your ability. It shall be your duty to co-operate with the management in all matters and you shall not indulge in any such activity, which will be detrimental to the interest of the company.
7. During the period of probation and during your entire tenure of services with this company, you will maintain confidentiality about your remuneration, monetary, non-monetary benefits.

Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

9923622288,8856886015 tuljaihrservices@gmail.com

Pisote
03-01-2022
Received

8. During the probation period you are not eligible to avail leaves. After the confirmation you will be eligible for leave as per company leave policy. The management reserve the right to sanctioning and refusal of the leave.
9. You may relinquish your employment only after **One month advance notice in writing**, otherwise your one month salary will be deducted in lieu of notice. For probationer fifteen days' notice period applicable for employee and company. You will not be entitled to proceed on leave during the notice period.
10. In case you found misleading company and doing any wrong act in your work which may damage the image of the company or companies clients or makes monetary losses to any of them would makes company eligible to terminate your employment without notice period. You are not allowed to join the companies client for min three years from the date of separation with the company. In case employee violate this condition, he will pay twelve months gross salary
11. Absence from duty without the permission of the management for a continuous period of 3 days will lead to immediate termination of your employment.
12. You must inform the company of any change in your address, personal status, etc. All communications sent to you in the normal course at the address given by you will be deemed to be received by you.
13. In case you are found and remaining physically and mentally unfit to perform your normal duties, your services will be liable to be terminated accordingly.
14. During your probation, your performance will be under review by management. If management is not satisfied with your ability or performance, your services are liable to be terminated without notice and without any reason. You are also liable for termination for suppression of any information or for furnishing any false information with a view to obtain employment.
15. On termination of employment, you will hand over any property or article or document entrusted to you by the company to enable the company to settle your accounts. You will be retired automatically the day you will attain 58 years of age.

For Tuljai HR Services

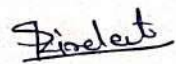

Mr. Vishwajeet Kadam
Director



I confirm that the above terms and conditions are a correct reproduction of what I have discussed and agreed upon with the management.

Date: 03/01/2022

Signature:



03-01-2022

Received

Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

9923622288, 8856886015 tuljairhrservices@gmail.com

Letter of Appointment

Dear Amit,

Appointment as [Trainee]

We refer to your recent interview for the position and are please to advise that we are offering you the position with Future Generali effective from 30/04/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of one year with salary of Rs. 28000 per month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs / processes / formulae / systems, etc. in relation to the business / operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right / property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from

services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

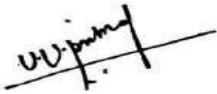
- ❖ If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- ❖ If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- ❖ If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- ❖ If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For Future Generali India Insurance Co. Ltd.



(Authorized Signatory)

Date: 04/03/2022

Sub: Offer Letter

Dear Pratik,

We are pleased to offer you the post of Assistant HR.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Annexure

Components*	Monthly (INR)	Annual (INR)
Basic	21600	259200
HRA	2160	25920
Conveyance	800	9600
LTA	1648	19776
PF (Employer Contribution)	1800	21600
Bonus (Annual)	1000	12000
Total	29008	348096
CTC		

* - The components can vary depending on the company and the way it would want to structure the salary.





OFFER LETTER

Dear, Akash Hanumant Salunke

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-Feb-2021

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

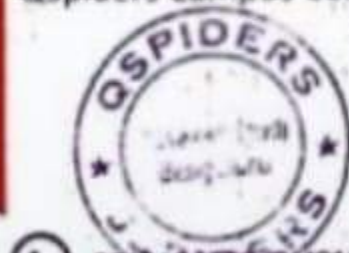
This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Devika

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



APPOINTMENT LETTER

April 20, 2021

Dear Akshad Kakade,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Harshada Rajpure

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Harshada Rajpure 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2021

Dear Akshay Pawar,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Harshada Rajpure

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Harshada Rajpure 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2021

Dear Bhagyashri Choudhari,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Harshada Rajpure

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Harshada Rajpure 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear Devshish Jangale

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



OFFER LETTER

Dear, Gautami Anil Gayakwad

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-Feb-2021

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

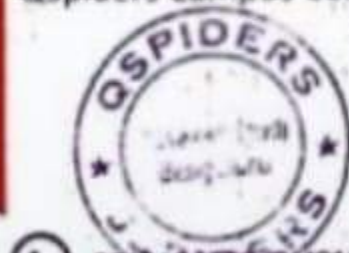
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367 7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

04-Nov-2021

Dear Harshali Kanase

Candidate ID- 248888449

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

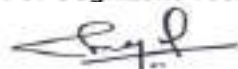
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

04-Nov-2021

Dear Jyotiram Chavan

Candidate ID- 248888449

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

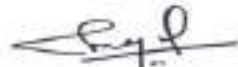
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:

04-Nov-2021

Dear Mayuri

Candidate ID- 24888850

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

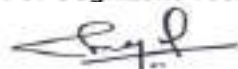
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
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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:



OFFER LETTER

Dear, Nikita Prakash Japade

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-Feb-2021

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

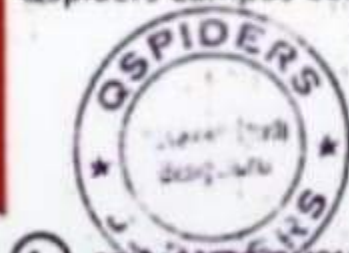
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

This letter is valid on the date of joining. If you join on any other date, free training will not be valid. You may have to pay the fees.

Thank & Regards

Qspiders Campus Connect Team.

USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Nilam Vasant Khaladkar

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-Feb-2021

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
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- No other programs are included in this training module.

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Thank & Regards

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USN NO



95136413677619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019



OFFER LETTER

Dear, Payal Manoj Patil

We are happy to inform you that you have been short listed in our screening test.

Training in our incubation centre starts on 05-Feb-2021

On the date of joining, we would explain you in detail the schedules.

NOTE:

- We do not charge for the complete training which takes 3 months
- We do not charge you for any interviews and placement activity conducted at our end.
- The training includes Core Java /Manual Testing, SQL, & General Aptitude.
- No other programs are included in this training module.

RULES:

Following rules to be followed for placement activities:

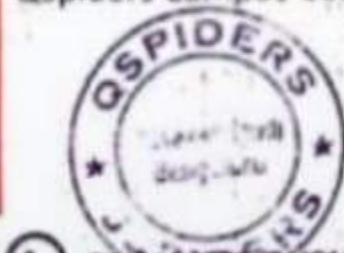
- You should have 90% attendance in class room / practical session
- Should be ready to relocate to different cities for job / interviews (Bangalore, Chennai, Hyderabad, Pune and Delhi)
- Complete the given assignments in time.
- Give everyday presentation
- Bring this offer letter on the first day with all semester marks cards, 10th 12th, PUC documents and any other Govt ID proof.

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Thank & Regards

Qspiders Campus Connect Team.

USN NO



9513641367/7619163087

info@campus.qspiders.com

01, Basappa Layout, Gavipuram Extn, Gavipuram Extention,
Kempegowda Nagar, Bengaluru, Karnataka 560019

04-Nov-2021

Dear Piyusha Margaje

Candidate ID – 24888447

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

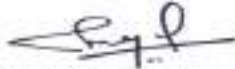
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
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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:

04-Nov-2021

Dear Pooja Yadav

Candider ID- 24888448

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 as applicable post joining as a full-time employee, 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 Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

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This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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.

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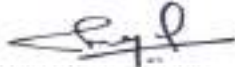
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
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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:

04-Nov-2021

Dear Prajakta Rajendra Jagtap

Candidate ID- 248888501

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 as applicable post joining as a full-time employee, 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 Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

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Please note:

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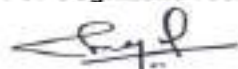
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

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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:



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear Pratiksha Shivaji Saste

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

04-Nov-2021

Dear Pratkisha Saste

Candidate ID- 248888502

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 as applicable post joining as a full-time employee, 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 Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

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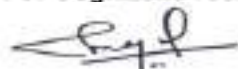
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We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

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:



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear Snehal Ingawale

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear Sonali Waikar

Sub: Letter of Offer

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Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

Dear Swapnil Dubale

Sub: Letter of Offer

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After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Date : 14 October 2021

Dear Chinavale Utkarsha Vijay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

04-Nov-2021

Dear Vaibhav Shyam Kapadane

Candidate ID- 248888503

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 as applicable post joining as a full-time employee, 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 Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

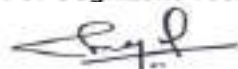
Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:



APPOINTMENT LETTER

April 20, 2021

Dear Vishal Salave,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Harshada Rajpure, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Harshada Rajpure

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Harshada Rajpure 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Date: 10/04/2020

Service Certificate

This is to certify that Miss TEJAL P.No: 00743803 has been an active employee of CME Electronics Limited from 10/04/2019 to 10/04/2020

Miss TEJAL had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish Miss TEJAL the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





Date : 14 November 2020

Dear HAGAWANE KAJAL ANANDA

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





Date: 10/04/2020

Service Certificate

This is to certify that Miss RAKSHA P.No: 00743803 has been an active employee of CME Electronics Limited from 10/04/2019 to 10/04/2020

Miss RAKSHA had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish Miss RAKSHA the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





Date : 14 November 2020

Dear KOLEKAR MONIKA APPA

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





04-DEC-2020

Dear MANDHARE PRATIK SATISH

Candidate ID- 248888505

Thank you for exploring career opportunities with Vacuum Circuit Breaker (VCB)

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 as applicable post joining as a full-time employee, 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 vcb performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:



04-DEC-2020

Dear ZENDE RUTUJA SHAHAJI

Candidate ID- 248888505

Thank you for exploring career opportunities with Vacuum Circuit Breaker (VCB)

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 as applicable post joining as a full-time employee, 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 vcb performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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:



Date : 14 November 2020

Dear ZINJE BALIKA SHAHAJI

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with Savita as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with Savita:

Date of Joining : 24 January

Training Period : 24 January 2022 to 2-February-2022

OJT Start Date: 3-February-2022

OJT End Date: 2-August-2022

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Savita Enter., and will report on 24 January 2022

SIGNATURE: _____
(Candidate's Signature)

DATE: _____





19-Nov-2021

Dear Ner Sarang Mahendra,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

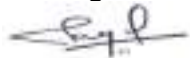
GenC Training Post joining:

- 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:

Compensation and Benefits

Name: Ner Sarang Mahendra **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

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

Ner Sarang Mahendra, 24, 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 Ner Sarang Mahendra

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear Pawar Sonali Pradip,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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.

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.

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:

Compensation and Benefits

Name: Pawar Sonali Pradip **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

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

Pawar Sonali Pradip, 24, 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 of 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 Pawar Sonali Pradip

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear Salunkhe Swapnil Bapuso,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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.

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.

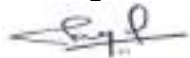
GenC Training Post joining:

- 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:

Compensation and Benefits

Name:Salunkhe Swapnil Bapuso**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

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

Salunkhe Swapnil Bapuso, 24, 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.
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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.

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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.

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- 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 of 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 Salunkhe Swapnil Bapuso

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear Yadav Priyanka Dattatray,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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.

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.

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:

Compensation and Benefits

Name:Yadav Priyanka Dattatray

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

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

Yadav Priyanka Dattatray, 24, 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 of 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 Yadav Priyanka Dattatray

Sign: _____
Name: _____

Sign: _____
Name: _____



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name-Bagal Rahul Gurucharan
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Bagal Rahul Gurucharan,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan
Village Surawadi, Phaltan-Lonand Road
Taluka Phaltan, Satara 415528
Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Bodke Mangesh Dattatray
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Bodke Mangesh Dattatray,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

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Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Darade Nishant Pandurang
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: **Letter of Offer & Appointment**

Dear Darade Nishant Pandurang,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Gurav Dipak Vasant
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Gurav Dipak Vasant,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

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Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Jagtap Tejas Balasaheb
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Jagtap Tejas Balasaheb,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

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Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Kulkarni Prasanna
Ashok, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Kulkarni Prasanna

Ashok

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to

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the Organization.

This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

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a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

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To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



**Authorised Signatory
Badari Narayana**

(Please sign and date your acceptance)

Kulkarni Prasanna Ashok

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
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October 5, 2021

**Mr. Sanas Dipali Fakkad,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Sanas Dipali Fakkad

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAB-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Sanas Dipali Fakkad

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
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October 5, 2021

**Mr. Shinde Pratik Pravin,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Shinde Pratik Pravin

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

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14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAB-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Shinde Pratik Pravin

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Yadav Arvind Devidas,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Yadav Arvind Devidas

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

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To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
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House Rent Allowance	₹75,000.00	₹6,250.00
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Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Yadav Arvind Devidas

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

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2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

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2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

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The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

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a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

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There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

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In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

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3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

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4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Bhore Mahadev Anil
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Bhore Mahadev Anil,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____

Bhore Mahadev Anil

Date____

Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Gadhawe Utkash Rajendra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Gadhawe Utkash Rajendra,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

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To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

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Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

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You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

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Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

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As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

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Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature_____
Gadhawe Utkash Rajendra

Date_____
Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Pore Omkar Chandrakant
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Pore Omkar Chandrakant,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

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INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

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The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

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SICKNESS:

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This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

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You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

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Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____

Pore Omkar Chandrakant

Date____

Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Shelhe Daulat Nanaso
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shelhe Daulat Nanaso,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

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Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____
Shelhe Daulat Nanaso

Date____
Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Shilimkar Sonal Uday
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shilimkar Sonal Uday,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

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BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

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Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Vanave Ganesh Uddhav
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Vanave Ganesh Uddhav,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____
Vanave Ganesh Uddhav

Date____
Date



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
ILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
t: (02137) 252344/ 252756. www.kalyaniforgo.co.in

Mr. Biradar Mohini Atamaram
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Biradar Mohini Atamaram,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



K

Kalyani Forge Limited

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Mr. Dhanawade Darshan Sanjay
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Dhanawade Darshan Sanjay,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

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For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



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Mr. Liman Vishal Ravindra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Liman Vishal Ravindra,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

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Shailendra Gaikwad.
Head- HR, IR& Admin



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Mr. Nagargoje Harshada Ramchandra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Nagargoje Harshada Ramchandra,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

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Shailendra Gaikwad.
Head- HR, IR& Admin



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Mr. Panchal Vaijinath Ashok
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Panchal Vaijinath Ashok,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

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Mr. Patil Dhanraj Kashinath
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Patil Dhanraj Kashinath,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

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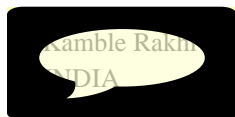
For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin

Date:07-Jan-2022

To



shvant

Dear Kamble Rakhi Yashvant,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

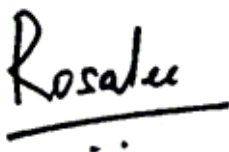
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kamble Rakhi Yashvant**, accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Kamble Rakhi Yashvant

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Kamble Rakhi Yashvant

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To



Dear Kharade Pooja Shankar,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

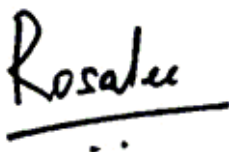
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kharade Pooja Shankar**, accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Kharade Pooja Shankar

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Kharade Pooja Shankar

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Jagtap Krutika
Rajendra,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Jagtap Krutika Rajendra,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TCS Confidential

TCSL/DT20218121751

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Jagtap Krutika Rajendra
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Shaikh Altaf Yusuf,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shaikh Altaf Yusuf,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TCS Confidential

TCSL/DT20218121751

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Shaikh Altaf Yusuf
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Walhekar Shubham
Anil,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Walhekar Shubham Anil,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Walhekar Shubham Anil
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



APPOINTMENT LETTER

April 20, 2022

Dear Jadhav Saurabh Satish,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Jadhav Saurabh Satish, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Jadhav Saurabh Satish

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Jadhav Saurabh Satish 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Mahangade Nilesh Sopan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mahangade Nilesh Sopan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mahangade Nilesh Sopan

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Mahangade Nilesh Sopan 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Patil Amruta Sunil,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Patil Amruta Sunil, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Patil Amruta Sunil

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Patil Amruta Sunil 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Raut Ketan Dilip,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Raut Ketan Dilip, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Raut Ketan Dilip

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Raut Ketan Dilip 20/4/2022 7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Shelke Mangesh Ram,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shelke Mangesh Ram, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shelke Mangesh Ram

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** [Shelke Mangesh Ram 20/4/2022 7:08 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Shinde Shubham Rajendra,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shinde Shubham Rajendra, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shinde Shubham Rajendra

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Shinde Shubham Rajendra 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

ANDHARE SHUBHAM SHIVAJI

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

To,

ANSARI MOHD RIZWAN MOHD HAROON

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 22th May 2021 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

To,

BHARTI VISHAL SHRIDHAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 22th May 2021 OR as early as possible. Please confirm your date of joining by Email.

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

BHOR PANDURANG ARUN

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



VALVES & CONTROLS

A WOM group company

To,

BUDGUDE SURAJ VIJAY

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2021 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

CHAVAN AMIT DILIP

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 22th May 2021 OR as early as possible. Please confirm your date of joining by Email.

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Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

DADAS ANNA PANDURANG

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2021 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

DAIVADNYA MYURESH MADHUKAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 22th May 2021 OR as early as possible. Please confirm your date of joining by Email.

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Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

To,

DESHPANDE RUSHIKESH HANMANT

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2022 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009
Mobile: +91 92256 00635



TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2021

Mr. Satish Patil

DHAMAL AKSHAY SUNIL

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. DHOLE AKASH APPASO

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production, Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



SHIELD PRO

REAL ESTATE

20 July 2021

GARUD OMKAR SAMBHAJI

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345





Offer: Computer Consultancy

Date: 14-Mar-2021

Mr. Swapnil Chaudhari

GHUGE AVINASH SHIVAJI

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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VALVES & CONTROLS

A WOM group company

To,

GOVARDHAN SUDARSHAN SHRIDHAR

Mechanical Division

WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2021 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

ANKUR PRAKASH GAIKWAD

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 22th May 2021 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. ARANYE SUMIT RAJU

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production, Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or

To,
MANESH KHASHABA LOKARE

Mechanical Division
Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,
MARATHE OMKAR SHAMRAV

Mechanical Division
WOM, Velu, Pune

Subject: Joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2021

Date: 22/03/2021

To
MERUKAR VAIBHAV DEVIDAS
Mechanical Engineering Dept

Dear **VAIBHAV**

With reference to the recruitment process conducted on 11/01/2021 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)



To,
MOKASHI SHUBHAM SHASHIKANT

Mechanical Division
Cummins India Limited, Satara, 415523

Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2021

Mr. Satish Patil

MUDHALE SAGAR DAMODHAR

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Date: 17/09/2020

To

Koli Hanumant Sanjay

Naigaon, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 17/09/2020

To

Yoggiraj Shivaji Rachkar

Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 17/09/2020

To

Rushiraj Khedekar

Wagholi, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

Your gross salary including all benefits will be 2, 40,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization within 15 Days of issue of this letter. Please get your original documents on the day of joining.

Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.

Date: 17/09/2020

To

Prashant Ananda Sonawane

Nigade, Pune.

Sub: Letter of Offer

Thank you for exploring career opportunities with Jagdamba Constructions. 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 Site Supervisor Engineer-Trainee.

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Your current location will be throughout Pune & Satara. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,



Head & HR
Jagdamba Construction.



Date: 23/10/2020

To
Gole Akshay
Katraj, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 02 November 2020 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 23/10/2020

To
Sunny Raju Kunjir
Narhe, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 02 November 2020 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 23/10/2020

To

Sameer Pathan

Nasrapur, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 02 November 2020 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 23/10/2020

To

Parag Arjun Sandav

Katraj, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 02 November 2020 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/MonthS

Annual Remuneration: Rs. 2,40,000

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You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 23/10/2020

To
Tejas Tukral
Thane.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 02 November 2020 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 19/11/2020

To

Mayur Chavan

Jejuri.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 2,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 30 November 2020. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR



Date: 19/11/2020

To

Abhijit Patil

Latur.

Sub: Letter of Offer

Thank you for exploring career opportunities with Swaraj Constructions. 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 Site Supervisor Engineer-Trainee. You will be a part of the SWARAJ CONSTRUCTION. Your gross salary including all benefits will be 2,20,000/- per annum, as per the terms and conditions set out herein.

You are expected to join our organization on or before 30 November 2020. Please get your original documents on the day of joining. Please note that, Appointment Letter will be issued only after submission of documents.

Your current location will be throughout Pune. We welcome you to our organization and are confident that your association with us will be mutually beneficial.

Yours truly,
Swaraj Construction.

Swapnil Khatpe

Head & HR

Letter of Appointment

Dear Amit,

Appointment as **[HR Trainee]**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Future Generali effective from 15/02/2021 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of one year with salary of Rs. 25000 per month. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder/debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/processes/formulae/systems, etc. in relation to the business/operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from

services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

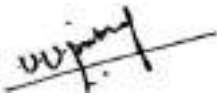
- ❖ If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the act committed by you.
- ❖ If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- ❖ If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- ❖ If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

For Future Generali India Insurance Co. Ltd.



(Authorized Signatory)

Date: 06/02/2021

Sub: Offer Letter

Dear Prasad,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Annexure

Components*	Monthly (INR)	Annual (INR)
Basic	15600	187200
HRA	1560	18720
Conveyance	800	9600
LTA	2350	28200
PF (Employer Contribution)	1800	21600
Bonus (Annual)	1000	12000
Total	23110	277320
CTC		

* - The components can vary depending on the company and the way it would want to structure the salary.





HasbroIndiaSourcing&OperationsLLP
Level 9, Tower
2, WorldTradeCentr
e,
Kharadi, Pune-411014, India
Tel: +9120462347
www.hasbro.com

CTC Annexure

EmployeeName	Pranavsing Rajput	
Department	ProjectManagement	
JobTitle	SupervisorProjectMgmt	
GCFLevel	Level5	
Components	Monthly (INR)	Yearly(INR)
Basic	54,375	6,52,500
HouseRentAllowance	27,188	3,26,250
LeaveTravelAllowance	5,438	65,250
MedicalAllowance	1,250	15,000
SpecialAllowance	13,975	1,67,700
<u>EndTermBenefits</u>		
ProvidentFund	6,525	78,300
TotalFixedCTC		13,05,000
DiscretionaryBonusComponent		1,95,750
TotalCTC		15,00,750

09/01/2021

Shubham Kante
Pune

Subject: **LETTER OF OFFER**

Dear Shubham

We thank you for your interest in discussing an opportunity to be part of **Just Dial Ltd.**

Based on the discussions with you, we are pleased to offer you to the position of **Information Retrieval Officer**. You will be on probation for a period of six months from your date of joining which will be on or before **15/01/2021**

The annual compensation calculated on Cost to Company will be **INR 195444/-**.

Your place of posting will be **Pune**.

It may be noted that the Company reserves the right to withdraw / postpone / cancel the Offer / joining at its sole discretion for any reason, which is beyond its reasonable control.

As a part of your joining formalities, a complete verification of your identity documents and your background would be done. On successful submission and verification of your documents and background checks, you shall be issued a Letter of Appointment from the company.

In case any of the verifications turns out to be negative at any point of time, your appointment with the organization shall be terminated with immediate effect.

For the Offer to be valid you are requested to confirm your acceptance of the Offer by clicking on the Offer link which has been emailed to you & also sent on your registered mobile number. After the electronic acceptance of the Offer letter, Company may ask you to submit the duly signed hard copy of the letter to Just Dial's office.

We look forward to your joining the **JUST DIAL** Team and wish you a long and fulfilling career with the organization.

For Just Dial Limited



Madhulika Singh

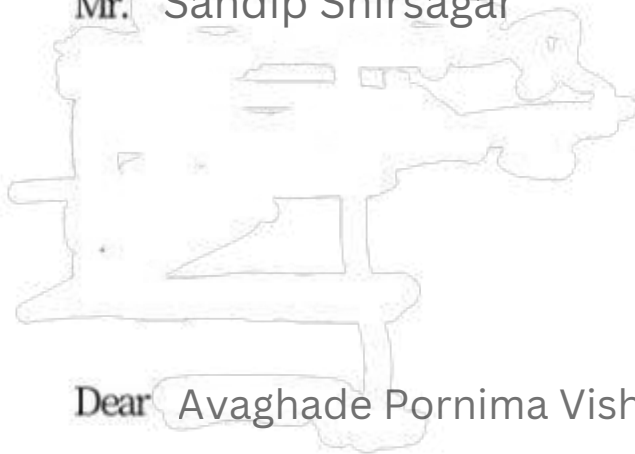
Regional Head - Human Resources



July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar



Dear Avaghade Pornima Vishnu

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Bagal Vivek Vijay

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

OL No: TN20294

Date : 1 January 2020

Dear Bathe Yogita Sudhir

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24-January-2020

Training Period : 24 January -2020 to 2-February-2020 (Unpaid)

OJT Start Date: 3-February-2020

OJT End Date: 2-August-2020

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2020

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

34th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560102
Mob: +91 90190 20545 | <http://teachnook.com>

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off (On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560032
Mob: +91 80190 30546 | <http://teachnook.com>

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC(XStd) Marks Card & 12th Marks Card.
- Degree/Diploma/Highest qualification certificate along with markscard (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560032
Mob: +91 90190 20545 | <http://teachnook.com>

Date : 14-Mar-2020

Dear Bhosale Swapnali Anil

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- After the successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14-Mar-2020

Dear Gaikwad Arpana Sanjay

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- After the successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Gayakwad Gautami Anil

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Gorad Saima Dhanaji

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

OL No: TN20294

Date : 1 January 2020

Dear Ingawale Snehal Popat

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January 2020

Training Period : 24 January 2020 - 2 August 2020 (Unpaid)

OJT Start Date: 3-February-2020

OJT End Date: 2-August-2020

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2020

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

34th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560102
Mob: +91 90192 20545 | <http://teachnook.com>

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off (On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560032
Mob: +91 80190 30546 | <http://teachnook.com>

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC(XStd) Marks Card & 12th Marks Card.
- Degree/Diploma/Highest qualification certificate along with markscard (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560032
Mob: +91 90190 20545 | <http://teachnook.com>

Date : 14-Mar-2020

Dear Jadhav Sneha Sanjeev

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- The Academor cycle will start from the day of your successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

Date : 14-Mar-2020

Dear Jagtap Minal Suresh

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- After the successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
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4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Offer Letter

Date : Tuesday, December 26, 2019
Dear Jagtap Prajakta Rajendra,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate-Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Inside Sales function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns. Your date of joining at BYJU'S is Thursday, January 4, 2020. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Thursday, January 4, 2020, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.*

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	LPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum
Variable Compensation: Up to ₹ 300,000.00
Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than Thursday, January 4, 2020, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
 - Provident Fund
 - Income tax deducted at source at the rates applicable
 - Employment/Professional taxes
 - Dues to the company including loans and advances
 - Or any other applicable statutory deductions
3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.
4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
- Employee Medical Insurance/ESIC (As applicable)
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.
This clause is applicable only if there has been a notice-period buyout by BYJU'S.

6. Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 days. You are also at liberty to resign from the services of the Company by giving 1 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. **Separation and Notice Period** – Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company. The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.

9. **Anti-disparagement:** During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.



July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar

Dear Japade Nikita Prakash

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited

OL No: TN20294

Date : 1 January 2020

Dear Kanase Harshali Suresh

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24-January-2020

Training Period : 24 January -2020 to 2-February-2020 (Unpaid)

OJT Start Date: 3-February-2020

OJT End Date: 2-August-2020

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2020

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

34th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560102
Mob: +91 90192 20545 | <http://teachnook.com>

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off (On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bengaluru, Karnataka 560032
Mob: +91 80190 30546 | <http://teachnook.com>

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC(XStd) Marks Card & 12th Marks Card.
- Degree/Diploma/Highest qualification certificate along with markscard (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____

TEACHNOOK EDUTECH

14th Cross Rd, 5th Phase, Sector 6, HSR Layout,
Bangalore, Karnataka 560032
Mob: +91 90190 20545 | <http://teachnook.com>



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Khaladkar Nilam Vasat

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Date : 14-Mar-2020

Dear Khutwad Sanyukta Dilip

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
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- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- After the successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
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4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar

Dear Kumbharkar Anuja Shankar

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



Offer Letter

Date : Tuesday, December 26, 2019
Dear Mane Rutuja Chandrakant,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate-Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Inside Sales function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns. Your date of joining at BYJU'S is Thursday, January 4, 2020. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Thursday, January 4, 2020, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you*

do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum
Variable Compensation: Up to ₹ 300,000.00
Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than Thursday, January 4, 2020, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
- Employee Medical Insurance/ESIC (As applicable)
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

This clause is applicable only if there has been a notice-period buyout by BYJU'S.

Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 day. You are also at liberty to resign from the services of the Company by giving 1 day's notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

7. Separation and Notice Period – Subsequent to completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company. The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.

9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.

Date : 14-Mar-2020

Dear Matsagar Shital Sudhakar

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with ACADEMOR as an Business Development Executive and you will be reporting to the office on 06-May-2020.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with ACADEMOR:

Date of Joining : 06-May-2020

Training Period :06-May-2020 to 20-May-2020 - (Unpaid) On
the Job Training Start Date:22-May-2020 On the Job Training
End Date:15-November-2020 Location of Training: Bangalore
Stipend: INR 15000 Per Month Incentives : INR 10000
Target: 200000 INR per month.

You will be eligible for a Pre - Placement Offer of 4 to 6 LPA after completion of On the Job Training Period. I have read and understood the terms and conditions and I accept this offer, as set forth above, with Academor, and will report on 06-May-2020.

SIGNATURE:_____

(Candidate's Signature)

Training Policy

DATE:_____

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off. (Depending on situations we might ask you to stay for sometime extra after your logout period) any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
- Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Academor. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Academor for both your Pre-placement and Post-placement period.
- After the successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Academor.
- The Academor cycle will start from the day of your OJT.

Please indicate your acceptance of this offer by signing below.

We at Academor extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: <ul style="list-style-type: none">• 10th standard or equivalent examination.• 12th standard or equivalent• Graduation• Post-graduation/Doctorate Other relevant educational or skill certifications
2.	Any one original certificate (10th/12th or Degree Consolidated) for employment documentation.
3	COLOUR SCANNED COPY OF YOUR PHOTOGRAPHS
.	PAN Card, Voter ID or Driving Licence Scanned Copy.
4	Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.
5	
6.	Mandatory fully covid vaccinated report
.	

Please bring one original document either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____



Offer Letter

Date : Tuesday, December 26, 2019
Dear More Shweta Dipak,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate-Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Inside Sales function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns. Your date of joining at BYJU'S is Thursday, January 4, 2020. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Thursday, January 4, 2020, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you*

do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum
Variable Compensation: Up to ₹ 300,000.00
Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than Thursday, January 4, 2020, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

Terms & Conditions

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.
2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable
- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of payout. More details will be mentioned on the appointment letter which shall be shared upon joining.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits, eligibility and related policies will be available on the HR Portal after the onboarding formalities are completed.

- Leaves
- Employee Medical Insurance/ESIC (As applicable)
- Employee Personal Accidental Insurance
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Gratuity, as per government rules

5. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

This clause is applicable only if there has been a notice-period buyout by BYJU'S.

Probation – On joining the Company you shall be on probation for 90 days. During this period, your employment may be terminated by giving you a notice of 1 day. You are also at liberty to resign from the services of the Company by giving 1 day's notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of joining, you will not be entitled to receive an experience letter from the company.

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- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company. The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, wilful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

8. The detailed breakup of CTC will be shared in your appointment letter.

9. Anti-disparagement: During the term of engagement/ employment and at all times thereafter,

(i) The Employee shall not, directly or indirectly, in any capacity or manner, make, express, transmit, speak, write, verbalize, or otherwise communicate in

any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.



Offer Letter

Date : Tuesday, December 26, 2019
Dear Nair Sabareesh,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of Business Development Associate-Inside Sales at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the Inside Sales function subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation, probation and notice periods. As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns. Your date of joining at BYJU'S is Thursday, January 4, 2020. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to Thursday, January 4, 2020, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process. Once initiated, you will be receiving an email confirmation for the same. In case you*

do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

Position Details and Compensation Overview

Designation	Business Development Associate - Inside Sales
Department	Inside Sales
Employment Type	TLPL - Regular
Work Location	Summer Court, 1st and 3rd Floor Magarpatta City, next to Seasons Mall, Pune - 411028

Fixed Compensation: ₹ 320,000.00 per annum
Variable Compensation: Up to ₹ 300,000.00
Total Annual Cost to Company: ₹ 620,000.00

Joining Bonus: In addition to the fixed compensation, you are entitled to receive a joining bonus of INR 0.00. If your joining date is on or before the 24th of the month, the bonus will be released with your first month's salary. However, for those joining after the 24th, the bonus will be disbursed in the subsequent month's salary. To qualify for the bonus payout, it is important that you maintain an active employment status without serving notice, being inactive, resigned, terminated, or on garden leave during the payroll day, which occurs on the 1st of the month.

This clause is applicable only if the Joining Bonus component in the above structure is non-zero.

You are requested to join the services of the Company not later than Thursday, January 4, 2020, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,

Deeptha A R
Head – Human Resources
Think & Learn Pvt. Ltd

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any way (or cause, further, assist, solicit, encourage, support or participate in any of the foregoing) any remark, comment, message, information, declaration, communication or other statement of any kind, whether verbal, in writing, electronically transferred or otherwise, that may reasonably be construed to be derogatory, disparaging, denigrating, maligning or critical of, or negative towards the Company or the business or business relationships of the Company or any shareholder, or any of their affiliates, investors, employees, directors, agents, or partners including business partners;

(ii) The Employee shall not assist, or cooperate with, any other person in committing any act, which, if committed by the Employee, would constitute a violation of this clause; and

(iii) The Employee shall not do or cause to be done any act, deed or thing which would affect the Employee's obligations to the Company and shall promptly inform and keep informed the Company of any act, deed, thing or event which would prejudicially affect the interests of the Company. Any violation to the provision will lead to legal/disciplinary action.



July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar

Dear Pawar Akshay Ramesh

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Pawar Priti Suresh

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Pawar Priti Suresh

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Salunke Akash Hanumant

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar

Dear Saste Pratiksha Shivaji

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



Offer: Computer Consultancy

Date: 14-Mar-2019

Mr BHILARE NUTAN SANTOSH

Dear Sirasatte Pratibha Angad

Sub: Letter of Offer

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This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

Date : 1 January 2024

Dear PISAL AKSHAY SANJAY

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with TEACHNOOK as an Business Development Trainee.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

Date of Joining : 24 January 2024

Training Period : 24 January 2024 to 2-February-2024 - (Unpaid)

OJT Start Date: 3-February-2024

OJT End Date: 2-August-2024

Location of Training: Bangalore

Stipend: INR 15000 Per Month

Incentives : INR 10000

Target: 180000 INR per month.

Pre - Placement Offer :- 4 to 6 LPA (After Completion of Training)

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on 24 January 2024.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____

Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off (On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons, you will have to follow the company's resignation procedures.
 - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: _____
(Candidate's Signature)

DATE: _____

ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1colouredcopyofOfferLetter.
- SSLC(XStd)MarksCard&12thMarksCard.
- Degree/Diploma/Highestqualificationcertificatealongwithmarkscard(anysemester).
- 2passportsizphotographs.
- PANCard,VoterID&DrivingLicenceScannedCopy.
- BankAccountDetails:BankName,YourNameasperBankrecords,AccountNumber,IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE:_____

(Candidate's Signature)

DATE:_____



July 26, 2019

HRD/3T/21-22/1001716054

Mr. Sandip Shirsagar

Dear Yadav Shvetali Pradip

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of Systems Engineer in Job Level 3 with the company. Your DoJ is November 8, 2019 and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your Total Gross Salary includes a Performance Incentive and will be INR 360000 per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO

EVP and Head Human Resources – Infosys Limited



14-OCT-2019

Dear Dhaygude Nutan Anandrao

Candidate ID- 248888505

Thank you for exploring career opportunities with Vacuum Circuit Breaker (VCB)

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from VCB is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 VCB, you must provide Cognizant with evidence of your right to work in India and other such documents as VCB it may request.

3. Prior to joining VCB, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining (VCB) :

Post joining at (VCB) as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For C VCB Technology Solutions India Pvt. Ltd.

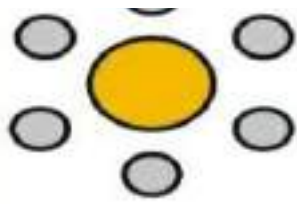
Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



SAGAR
INDUSTRIES
pulveriser machines for grinding and crushing purpose. Industrial machines

14-dec-2019

Dear Gurav Deepali Namdev

Candidate ID- 248888505

Thank you for exploring career opportunities with Sagar Industries

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 as applicable post joining as a full-time employee, 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 your performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Sagar Industries is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Sagar Industries, you must provide Cognizant with evidence of your right to work in India and other such documents as Sagar Industries may request.

3. Prior to joining Sagar Industries, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining

Sagar Industries

Sagar Industries

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For Sagar 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:



Date: 10/04/2020

Service Certificate

This is to certify that Miss Trupti P.No: 00743803 has been an active employee of CME Electronics Limited from 10/04/2019 to 10/04/2020

Miss Trupti had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish Miss Trupti the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





14-dec-2019

Dear Jadhav Vaishali Pandurang

Candidate ID- 248888505

Thank you for exploring career opportunities with Sagar Industries

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Sagar Industries is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Sagar Industries you must provide Cognizant with evidence of your right to work in India and other such documents as Sagar Industries may request.

3. Prior to joining Sagar Industries you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

Regd Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097



4. Training - Post Joining

Sagar Industries

Sagar Industries

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For Sagar 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:



Date: 10/04/2020

Service Certificate

This is to certify that Miss Shweta P.No: 00743803 has been an active employee of CME Electronics Limited from 10/04/2019 to 10/04/2020

Miss Shweta had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish Miss Trupti the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





14-OCT-2019

Dear More Mohini Karbhari

Candidate ID- 248888505

Thank you for exploring career opportunities with Vacuum Circuit Breaker (VCB)

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from VCB is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 VCB, you must provide Cognizant with evidence of your right to work in India and other such documents as VCB it may request.

3. Prior to joining VCB, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining (VCB) :

Post joining at (VCB) as full-time employee, one of the below options would be followed based on business demands.

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For C VCB 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:



Date: 10/04/2020

Service Certificate

This is to certify that Miss Ayesha P.No: 00743803 has been an active employee of CME Electronics Limited from 10/04/2019 to 10/04/2020

Miss Avesha had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

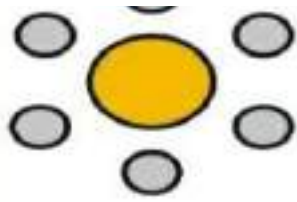
Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish Miss Trupti the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





SAGAR
INDUSTRIES
pulveriser machines for grinding and crushing purpose. Industrial machines

14-dec-2019

Dear Pawar Ishwar Ashok

Candidate ID- 248888505

Thank you for exploring career opportunities with Sagar Industries

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Sagar Industries for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Sagar Industries, you must provide Cognizant with evidence of your right to work in India and other such documents as Sagar Industries may request.

3. Prior to joining Sagar Industries, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining

Sagar Industries

Sagar Industries

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For Sagar 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:



Date: 10/04/2020

Service Certificate

This is to certify that ^{Miss Maheshwari} ~~Miss Maheshwari~~ No: 00743803 has been an active employee of ^{CME} ~~CME~~ Electronics Limited from 10/04/2019 to 10/04/2020. ^{Miss Maheshwari} ~~Miss Maheshwari~~ had left our organization due to Completion of CONTRACT PERIOD. At the time of leaving our organization, her designation was Diploma Line Engg Tr CAR - ESTABLISHMENT at PV-Chikhali Pune Plant location.

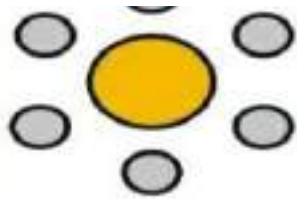
Employee's Universal Account Number during her employment at CME Electronics Vehicles Ltd was 101879114642

We wish ^{Miss Trupti} ~~Miss Trupti~~ the very best for future endeavours.

For CME Electronics

Abhishek Thigale
Senior Manager,
Employee Relations.





SAGAR
INDUSTRIES
pulveriser machines for grinding and crushing purpose. Industrial machines

14-dec-2019

Dear Deshpande Parimal P.

Candidate ID- 248888505

Thank you for exploring career opportunities with Sagar Industries

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Sagar Industries for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Sagar Industries, you must provide Cognizant with evidence of your right to work in India and other such documents as Sagar Industries may request.

3. Prior to joining Sagar Industries, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining

Sagar Industries

Sagar Industries

- a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For Sagar Technology Solutions India Pvt. Ltd.

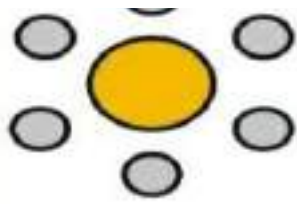
Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:



SAGAR
INDUSTRIES
pulveriser machines for grinding and crushing purpose. Industrial machines

14-dec-2019

Dear Deshpande Parimal P.

Candidate ID- 248888505

Thank you for exploring career opportunities with Sagar Industries

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 as applicable post joining as a full-time employee, 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 VCB performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. 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 450,500/-**. 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, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

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) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Sagar Industries for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, 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 Sagar Industries, you must provide Cognizant with evidence of your right to work in India and other such documents as Sagar Industries may request.

3. Prior to joining Sagar Industries, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).



4. Training - Post Joining

Sagar Industries

Sagar Industries

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- b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer. You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Sagar reserves rights at its sole discretion to revoke this FTE Offer.
- d) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

Yours sincerely,

For Sagar 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:



19-Nov-2021

Dear Ner Sarang Mahendra,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: Ner Sarang Mahendra **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

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

Ner Sarang Mahendra, 24, 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 Ner Sarang Mahendra

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear Pawar Sonali Pradip,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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.

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.

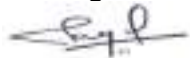
GenC Training Post joining:

- 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:

Compensation and Benefits

Name: Pawar Sonali Pradip **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

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

Pawar Sonali Pradip, 24, 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 of 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.

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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 Pawar Sonali Pradip

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear Salunkhe Swapnil Bapuso,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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.

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.

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:

Compensation and Benefits

Name:Salunkhe Swapnil Bapuso**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

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

Salunkhe Swapnil Bapuso, 24, 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 of 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 Salunkhe Swapnil Bapuso

Sign: _____
Name: _____

Sign: _____
Name: _____



19-Nov-2021

Dear **Yadav Priyanka Dattatray**,
B.E., Electrical Engineering,
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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 focus 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.

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- 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.
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- 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.
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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:

Compensation and Benefits

Name:Yadav Priyanka Dattatray

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
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- 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

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- 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

Yadav Priyanka Dattatray, 24, 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 of 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 Yadav Priyanka Dattatray

Sign: _____
Name: _____

Sign: _____
Name: _____



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name-Bagal Rahul Gurucharan
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: **Letter of Offer & Appointment**

Dear Bagal Rahul Gurucharan,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan
Village Surawadi, Phaltan-Lonand Road
Taluka Phaltan, Satara 415528
Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Bodke Mangesh Dattatray
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Bodke Mangesh Dattatray,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Darade Nishant Pandurang
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: **Letter of Offer & Appointment**

Dear Darade Nishant Pandurang,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Gurav Dipak Vasant
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Gurav Dipak Vasant,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

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Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- Jagtap Tejas Balasaheb
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Subject: Letter of Offer & Appointment

Dear Jagtap Tejas Balasaheb,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

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For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

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Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Kulkarni Prasanna
Ashok, Address- B.E
Electrical Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Kulkarni Prasanna

Ashok

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.

You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to

Registered Office: Indiatel's Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-6456)

the Organization.

This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAB-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.

I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Kulkarni Prasanna Ashok

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Sanas Dipali Fakkad,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Sanas Dipali Fakkad

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

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a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

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To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
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Lunch Allowance	₹0.00	₹0.00
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Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Sanas Dipali Fakkad

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

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Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

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2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

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The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

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a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

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Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

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October 5, 2021

**Mr. Shinde Pratik Pravin,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Shinde Pratik Pravin

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAB-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Shinde Pratik Pravin

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

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3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

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3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

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4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

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You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

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In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

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- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

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The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

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4. Form 10 - Exit details
5. Non Break in service statement

Deloitte Touche Tohmatsu India LLP
Mumbai - IThink
Lodha Amara IThink Tower
Kolshet Road, Sandoz Baug, Thane
400607
Tel: 022- 68015000
Fax: 02268015001
www.deloitte.com

October 5, 2021

**Mr. Yadav Arvind Devidas,
Address- B.E Electrical
Engineering,
Navsahyadri Group of
Institutions, Pune,
Maharashtra-412213,
India**

Contact No.: 7773971878

Dear Yadav Arvind Devidas

Thank you for exploring career opportunities with **Deloitte Touche Tohmatsu India LLP**.
You have successfully completed our initial selection process and we are pleased to make you an offer of employment for the position of **Analyst** in **Executive** Grade in **ET&P:SAP** department of **Consulting** Function. This offer is based on your profile and performance in the selection process subject to the following:

1. You are required to join the services of the Organization at the earliest, but in any case not later than **October 11, 2021** or any other date approved by the Organization in writing, failing which this offer shall automatically stand cancelled. Your employment with the Organization shall commence on the date of your joining the Organization and shall be subject to the terms and conditions stated in this letter along with the enclosures
2. You will have to submit the documents as given in Annexure C on the day of joining.
3. This offer is subject to your successful completion of your Master's degree in first attempt, satisfactory reference check & verification of the information provided by you in your CV & Employment Form and any other forms or documents under which you have provided information to the Organization.



This offer is made to you on the basis of the information and documents that you have furnished to the Organization as on date of offer.

4. The Organization reserves the right to conduct background checks, directly or indirectly at anytime, to verify such information and documents that you would provide in support of your age, academic qualifications, previous work experience and relieving letter from your last employer, and other particulars. If any discrepancies are found in such information or documents or if the results of such background checks are found to be unsatisfactory, as determined by the Organization, in its sole discretion, the Organization may withdraw/cancel this offer. However, if at any time post joining it is found that, the Organization is not satisfied with the results of your background check or you have furnished false information or withheld or suppressed any material fact or information, the Organization shall be entitled to forthwith terminate your employment without notice in terms with clause 7 of Annexure B.

5. You will be on probation for a period of six months from the date of joining. Your probation period may be extended in writing by three months, if your performance is not considered satisfactory by the Organization. Your employment shall not be deemed confirmed unless given in writing.

6. During the probation period your employment will be terminable by giving one month's notice in writing or salary in lieu thereof, by either side.

7. You will initially be based at the Organization's office at **Mumbai - IThink**, unless communicated otherwise by the Organization, prior to your joining.

8. Upon joining, your compensation will be as described in Annexure A.

9. Your employment will be governed by the terms and conditions detailed in Annexure B hereto.

10. You shall keep the contents of this offer and the Annexures hereto confidential.

11. You will be governed by the policies of the Organization that are currently in practice and/or as may be implemented in the future, and as may be amended from time to time, and you will abide by the policies therein. The said policies include, but not limited to, the following:

- a) DTTL Policies Manual (DPM)
- b) Code of Ethics and Professional Conduct
- c) Code of Conduct for Prevention of Insider Trading
- d) Gifts, Entertainment and Hospitality Policy
- e) Anti-Corruption Policy
- f) HR Policies etc.

12. You are expected to be familiar with and abide by the policies and procedures as set out in Section 1420 - Independence of DPM, including but not limited to the following:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAE-8458)

a.

(i) You will use the Independence Monitoring System (whenever required as per the Independence Policy) and hereby, with the signing of this letter, waive the right to privacy in relation to the use of the Independence Monitoring System, insofar as necessary to allow the system to operate effectively, and to allow inspection and monitoring of the information entered into it, limited to the extent permitted and/or required by local laws.

(ii) The Organization as a DTTL member firm is required to comply with external regulatory and/or professional standards. In accordance with the same, as a condition to your joining the organization and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis, the details of which are provided in Section 1420 - Independence Policy of DPM. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question.

The representations made by you will be subject to an audit and may be reviewed by the Organization's representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to the employer's internal audit team. Please be assured that the Organization fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to the Organization to use the information provided by you for such purposes as provided in the policies.

b. The requirements of certain Independence matters will continue to apply after you ceasing to be an employee in accordance with Independence Policy. In terms of these requirements, you need to obtain approval from the Director of Independence (DOI) before accepting any employment relationship (including Directorships) if the prospective employment relationship (including Directorships) is with an audit client (including related entities of such audit client), till completion of one audit subsequent to the period, when you have rendered professional services to such audit client (including related entities of such audit client) and the report has been filed with the relevant regulatory authorities.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s), you may be subject to disciplinary action, including and up to termination of employment with the Organization.

13. On joining, you will be required to sign an agreement based on the Independence, Non – solicitation and Prevention of Insider Trading policies of the Organization.

14. The following restriction shall continue to apply to you after termination of employment:

Regd. Office: Indiabulls Finance Centre, Tower 3, 27th-32nd Floor, Senapati Bapat Marg, Elphinstone Road (West), Mumbai - 400 013, Maharashtra India. (LLP Identification No. AAB-8458)

To be in compliance with Deloitte India Code of Conduct for Prevention of Insider Trading and the applicable insider trading regulations, you need to refrain from trading in the securities on any listed client entity for which you were part of the engagement team on any Price Sensitive Information related engagement and for which the Closed Window Period continues after the date of you ceasing to be the employee. Closed Window Period is defined in Deloitte India Code of Conduct for Prevention of Insider Trading.

15. This offer shall automatically stand withdrawn if we do not receive your acceptance within five (5) working days from the date hereof.

Please acknowledge your acceptance of our offer, as well as having read and understood the terms of service given in the Annexures, by signing and returning the duplicate copy of this letter. We look forward to your joining the Deloitte family and to your valued contribution in taking the Organization to greater heights. We are sure that our working environment will be conducive and will help you to grow professionally as well as personally.



Authorised Signatory

Badari Narayana

I have read and understood the terms of this letter and all Annexures hereto annexed.
I accept this letter of offer and terms of employment, and my tentative date of joining is **October 11, 2021**.

Name: _____

Date: _____

Signature: _____

ANNEXURE A

Name	Akshay Pawar	
Date Of Joining	October 11, 2021	
Function	Consulting	
Designation	Analyst	
Grade	Executive	
Components	Annual Amount	Paid Monthly
Basic	₹187,500.00	₹15,625.00
House Rent Allowance	₹75,000.00	₹6,250.00
Education Allowance	₹0.00	₹0.00
Personal Allowance	₹75,000.00	₹6,250.00
Work from home Allowance	₹15,000.00	₹1,250.00
MONTHLY GROSS*	₹352,500.00	₹29,375.00
Lunch Allowance	₹0.00	₹0.00
Organization's Contribution to PF	₹22,500.00	₹1,875.00
Total	₹375,000.00	₹31,250.00
Claimable Components	Annual Amount	To be Claimed
Reimbursement of Telephone Expenses	₹0.00	₹0.00
Leave Travel Allowance	₹0.00	₹0.00
Total Claimable	₹0.00	₹0.00
Fixed Pay	₹375,000.00	₹31,250.00
Other Entitlements		
Variable / Performance Pay	0-10 %	
Gratuity	As per Payment of Gratuity Act	
Firm's contribution to your well-being**	Executive	

Accepted,



Authorised Signatory
Badari Narayana

(Please sign and date your acceptance)

Yadav Arvind Devidas

ANNEXURE B

1.NOTE:

1.1 The performance appraisal cycle timeline is June through May. Your salary revision will be effective June 1st of the following year based on your performance assessment. This salary revision will be based on the Fixed Pay, and will be prorated according to the period spent with the Organization during the performance year. The management reserves the right to review, change and/or modify the salary revision period, at its sole discretion.

1.2 The employee's compensation structure may be changed by the Organization, at its sole discretion, from time to time.

2.SALARY AND BENEFIT COMPONENT'S (where applicable):

2.1 Telephone Reimbursement:

Manager and below – If your remuneration structure offers reimbursement of telephone expenses, you can obtain reimbursement of expenses incurred on telephone and mobile against valid original bills (i.e. original bills for the period you are in employment with the Organization 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.

For Senior Manager and above - one mobile connection, registered in your name, and used as the primary means of work related communication expenses are reimbursed at actuals subject to approvals

2.2 Lunch allowance:

If your remuneration structure offers lunch allowance, you will be paid INR 2000/- per month as Lunch allowance. However, the employee has a choice to opt for 'Food Card', which will be subject to KYC norms and prevailing tax rules.

2.3 LTA (Leave Travel Allowance)

Leave Travel Allowance will be payable as per the Organisation Policy applicable at the relevant time.

2.4 Medical Reimbursement:

Reimbursement claim of domiciliary medical expenses is permissible for self and dependents. The expenses can be claimed by submitting medical bills during the financial year. The unclaimed amount of the annual entitlement will be paid along with salary for the month of March, subject to deduction of tax at source.

2.5 Employers contribution towards Provident Fund (PF):

The Provident Fund membership begins effective the date the employee joins the Organization. The salary structure as offered to the employee contains the Organization's contribution towards the PF contribution @ 12% on the basic salary. On becoming the member of the PF, the option cannot be changed during the employee's service tenure in the Organization

2.6 Gratuity:

The Gratuity will be provided as per provision of the Gratuity Act 1972.

2.7 Medical & Personal Accident Insurance Benefits:

a) The employee is entitled to an annual floating group medical insurance coverage for self, spouse and up to 2 children as per Annexure A.

b) The employee is also entitled to group personal accident coverage as per annexure A.

c) Parents Mediclaim Policy:

There is an option of covering the employee's parents and parents – in – law under the floating parent's group mediclaim policy within 10 days from the employee's date of joining the Organization. The applicable premium charges towards the parent mediclaim policy will be borne by the employee in full.

2.8 Variable / Performance Pay (where applicable):

Performance pay quantum is as per the Organization's current policy and subject to change in accordance to the circumstances at the discretion of the Organization's management. The actual performance pay payable for any year shall depend on the employee's performance during that year as well as the Organization's performance as assessed

by the management committee and will be prorated according to the period spent with the Organization during the assessment year.

In order to receive Performance Pay staff and practitioner must be an active Deloitte employee and not serving notice period or not resigned from the employment until the close of the working hours on the September 30th or the date of disbursement / payment of the performance pay, whichever is later.

2.9 Any tax liability arising out of the employee's salary / allowances / benefits shall be borne by the employee. The Organization may deduct such tax liability or any amounts owed by the employee to the Organization from the employee's salary or from any other amounts payable by the Organization to the employee.

2.10 The annual leave entitlement is 22 working days per financial year (April through March). The annual leave will be pro-rated based on the date of joining during the year.

2.11 Work From Home Allowance will be payable as per the Organisation Policy as applicable. This allowance will be payable similar to other salary components. The eligibility amount of allowance will be pro-rated from your date of joining till the end of the financial year i.e. 31st March

3. TERMS AND CONDITIONS:

3.1 You may be transferred or seconded or deputed to any of the Organization's offices, subsidiaries or affiliates in India or abroad either on short term or long term assignment at any point in time. The Organization may vary these terms and conditions and your compensation in the event of such transfer, secondment or deputation.

3.2 You will put 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 Organization. While in the service of the Organization you shall not, without the express written permission of your Partner / Senior Director with intimation of such permission to the human resources representative, undertake or concern yourself, directly or indirectly, with any other, paid or unpaid, business or work or assignment or educational course, whether part time or full time.

3.3 If at any time, in the opinion of the Organization which shall be final and binding, you are found guilty of misrepresentation, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission, or of any conduct unbecoming of

the status or the post you hold in the Organization, or of any other conduct considered by the Organization as detrimental to its interests, or in violation of one or more terms and conditions of your employment, the Organization shall be entitled to terminate your employment forthwith.

3.4 You are required to travel in connection with the Organization's business. You will be eligible for reimbursement of reasonable business expenses incurred in this connection, and other allowances according to the Organization's then prevailing policy pertaining to such travel.

3.5 If you have to undergo any specialized training arranged by the Organization, you shall execute a training agreement, if the Organization, so requires.

3.6 You shall be bound by all the policies, rules, regulations and procedures established by the Organization, which includes revisions to existing policies/new policies issued 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 Organization, the terms of the latter shall prevail.

4. CONFIDENTIALITY

4.1 You acknowledge that during the course of your employment with the Organization, you will be privy to information of sensitive and confidential nature not known or available to the general public, including but not limited to trade secrets and intellectual property to rights, engagements and projects and other details of (i) the Organization (ii) the Organization's clients and (iii) other third parties whose confidential information you may acquire in the course of performing any specific engagements (together 'Confidential Information').

4.2 You acknowledge that the Confidential Information, being of a sensitive nature, it is imperative that such information is not disclosed and maintained in strictest confidence. Accordingly, you agree to maintain the Confidential Information in strictest confidence and not share with or otherwise disclose the same or part thereof to any persons (including but not limited to the Organization's and its clients' competitors) other than those to whom you may be required to disclose any Confidential Information in the course of performance of your duties strictly on a 'need to know' basis. You further acknowledge that, it is imperative that you maintain the confidentiality of Confidential Information even after the cessation of your employment with the Organization and therefore agree to be bound by the obligation of maintaining the confidentiality of Confidential Information, even after the cessation of your employment.

4.3 You shall not during the performance of your services hereunder, take away or copy, electronically or otherwise, mail to yourself or to any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices, except to the extent strictly required for the performance of your services hereunder. Further, you shall not, upon cessation of your employment, take with you, copy or electronically or otherwise, mail to yourself or any other person, any Confidential Information (including copies) or part thereof, whether in paper form or any other form including but not limited to CDs, floppy disks, USB drives or devices and you shall return all the information and data available with you which has been obtained during the course of your employment with the Organization to your reporting Partner / Senior Director. You shall, on or before cessation of your employment, return all copies of all Information in your possession, to the Organization without retaining any copy. Any copies which are incapable of being returned such as electronic copies etc., shall with the Organization's consent, be destroyed. On or before cessation of your employment, you shall certify in writing that you have either returned or destroyed all copies of Confidential Information in your possession.

4.4 During your employment with us or at any time thereafter, without the prior written consent of the Organization, you will not disclose, divulge, make public or make any use whatsoever of any information, knowledge, secrets, intellectual property rights, confidential information about the affairs of the Organization or its clients obtained by you in the course of your employment with us.

4.5 You acknowledge that breach of any of your above obligations will cause irreparable damage to the Organization, its clients and the third parties and therefore the Organization shall, without prejudice to its other rights and remedies available in law or equity, be entitled to injunctive or other suitable relief including, specific performance, to enforce the terms of this section 4.

5. NON – SOLICITATION

You shall not directly or indirectly solicit any employees, retainers, affiliate's employees or affiliate's retainers of the Organization for a period of one year after termination of your employment.

6. RELEASE LETTER

In the event that you are bound by any Non-Solicitation obligations under your current / previous employment, you will make best efforts and endeavour to obtain from

your current / previous employer a release in writing from any obligations restricting you taking employment with the organization on a full time basis or from providing services to any clients of the organization.

7. TERMINATION

7.1 Termination by the Organization

The Organization may terminate your services at any time with or without Cause subject to the terms specified in point 3.3 above:

“Cause” shall mean:

- a. Your breach of any of these terms or any other agreement signed by you with the Organization, or
- b. Your breach of the Organization’s code of conduct, policies, rules, regulations and procedures, or
- c. The Organization finds your performance unsatisfactory in the discharge of duties assigned to you, or
- d. On refusal to accept transfer, deputation or secondment or long term or short term assignment, or
- e. Insubordination; or misconduct, or
- f. cease to hold the necessary professional qualification and/or membership on the basis of which you were employed
- g. Any other reason that the Organization may deem fit.

Save and except under the circumstances referred to in Clause 3.3. referred to above, if the Organization terminates your services , it shall provide written notice of 3 months, or such other period stated in the Organization’ s policy prevailing at the time of such termination; by giving notice, or by paying notice period of 3 month salary as per policy.

7.2 Termination by Employee

In an event of you being desirous to resign from the services of the Organization, the notice period is of 3 months or as per the Organization's policy prevailing at the given date.

7.3 Termination on Retirement

The age of superannuation is 60 years as per the proof of age submitted at the time of joining.

8. JURISDICTION

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 India.

ANNEXURE C

You are requested to report by 9.30 AM on your date of joining.

It is compulsory that you submit a photocopy of the following documents on the date of joining:

- a. Graduate / Post Graduate degree and/or Diploma certificate or equivalent , and mark sheet for final semester
- b. Certificate of any other additional qualification
- c. If Fresh C.A., Marksheets & certificate of CA (Inter + Final) Exams, IT Training Certificate, GMCS Certificate, Membership number (or acknowledgement from ICAI of your application for allotment of CA membership number), Article completion letter
- d. Service certificates from previous employer(s) or equivalent , and relieving letter from last employer
- e. Last increment letter or salary certificate and last drawn pay slip
- f. Address Proof (2 photo copies): Valid driving license/ Ration Card/ Voters ID

g. Know Your Customer (KYC) Documents for UAN (Universal Account Number) :

I. Cancelled cheque leaf of your single operatory Saving Bank account (and not a joint account) having your Name (Account Holder), Bank Account Number, IFS code (Mandatory Document),

II. Identity Proof (2 photo copies) : PAN Card or if applied for PAN card, the temporary PAN number i.e. PAN application number

III. Aadhaar Card issued by the Unique Identification Authority of India (UIDAI). In case you do not have an Aadhaar Card, kindly apply for the Aadhaar Card and provide the copy of the acknowledgment slip with the temporary enrollment number.

h. Information pages of your valid passport

i. Valid work permit or any other documentation required to take up employment with Deloitte in India

j. Four passport size colour photographs (in formals) with white background

Please bring the originals of the documents specified above under a) to h) above, for verification.

Transfer of Provident Fund monies from previous employer to current employer

If you are a member of provident fund under the PF Act and whether with the PF commissioner or with PF trust and post joining the Organization, wish to transfer the PF amount to the Organizations PF Account, you are required to provide the following documents for the transfer of PF.

1. Form 13 - Transfer Form
2. Form 3A - Monthly contribution for last 2 years
3. Form 5 - Joining details of your previous Organization
4. Form 10 - Exit details
5. Non Break in service statement

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Bhore Mahadev Anil
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Bhore Mahadev Anil,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____

Bhore Mahadev Anil

Date____

Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Gadhav Utkash Rajendra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Gadhav Utkash Rajendra,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

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BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

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Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

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Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

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Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature_____
Gadhawe Utkash Rajendra

Date_____
Date

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A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Pore Omkar Chandrakant
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Pore Omkar Chandrakant,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

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Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____

Pore Omkar Chandrakant

Date____

Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Shelhe Daulat Nanaso
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shelhe Daulat Nanaso,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

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BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

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CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

ETHICAL STANDARDS AND BEHAVIOR:

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____
Shelhe Daulat Nanaso

Date____
Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Shilimkar Sonal Uday
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shilimkar Sonal Uday,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

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Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

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We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____
Shilimkar Sonal Uday

Date____
Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

Vanave Ganesh Uddhav
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Vanave Ganesh Uddhav,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

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TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

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If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

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Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature____
Vanave Ganesh Uddhav

Date____
Date



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
ILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
t: (02137) 252344/ 252756. www.kalyaniforgo.co.in

Mr. Biradar Mohini Atamaram
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Biradar Mohini Atamaram,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



K

Kalyani Forge Limited

**KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in**

Mr. Dhanawade Darshan Sanjay
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Dhanawade Darshan Sanjay,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



K

Kalyani Forge Limited

**KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757
FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in**

Mr. Liman Vishal Ravindra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Liman Vishal Ravindra,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
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For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



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FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in

Mr. Nagargoje Harshada Ramchandra
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Nagargoje Harshada Ramchandra,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
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- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
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Shailendra Gaikwad.
Head- HR, IR& Admin



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Mr. Panchal Vaijinath Ashok
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Panchal Vaijinath Ashok,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
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- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
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Shailendra Gaikwad.
Head- HR, IR& Admin



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Mr. Patil Dhanraj Kashinath
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Sub: Engagement as Trainee Engineer

Dear Mr. Patil Dhanraj Kashinath,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
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- x. If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

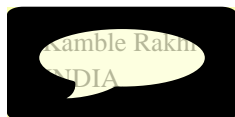
For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin

Date:07-Jan-2022

To



shvant

Dear Kamble Rakhi Yashvant,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

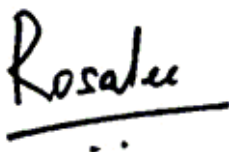
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kamble Rakhi Yashvant**, accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Kamble Rakhi Yashvant

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Kamble Rakhi Yashvant

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To



Dear Kharade Pooja Shankar,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

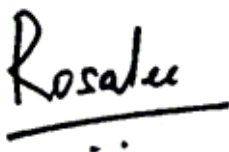
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Kharade Pooja Shankar**, accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	Kharade Pooja Shankar

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : Kharade Pooja Shankar

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Jagtap Krutika
Rajendra,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Jagtap Krutika Rajendra,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TCS Confidential

TCSL/DT20218121751

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Jagtap Krutika Rajendra
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Shaikh Altaf Yusuf,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Shaikh Altaf Yusuf,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Shaikh Altaf Yusuf
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20218121751/Pune
Date: 02/11/2021

Mr. Walhekar Shubham
Anil,
Address- B.E Electrical Engineering,
Navsahyadri Group of Institutions, Pune-412213

Dear Walhekar Shubham Anil,

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 &



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of `14,784/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be `5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of `500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of `1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be `600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of `200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:



1. Basic Cover

i. Entitlement - Includes domiciliary expenses up to `6,000/- per insured person per annum and basic hospitalization expenses up to `2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for `12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of `250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are required to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance. Please note that your joining is subject to successful completion of your TCS Xplore program including the proctored assessment. We encourage you to complete your pre-learning, through TCS Xplore, well before your expected date of joining to avoid delays in onboarding.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a



confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL `50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Work in SBWS mode

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

12. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related



documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

13. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

14. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

15. Notice Period

Upon your confirmation, this contract of employment is terminable by you by giving 90 days notice in writing to TCSL. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion.

Upon your confirmation, this contract of employment may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

It is understood, agreed and made abundantly clear herein that you shall have to necessarily work during the notice period given by TCSL under this clause, unless you are otherwise relieved by TCSL by giving you payment in lieu of notice.

Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCS.

16. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

17. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by



TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

18. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

19. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

20. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :

*There is no criminal offence registered/pending against you

*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)

*Passport

*NSR E-Card

21. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. If you are requested to join TCSL inspite of you not completing the Xplore proctored assessment, you will be provided Xplore training on premise and the above said evaluation process will stand good. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

22. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

23. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from

TCS Confidential

TCSL/DT20218121751

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



time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

24. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

25. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Walhekar Shubham Anil
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
GROSS BOUQUET OF BENEFITS	7,646	91,752



Annexure

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:- Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES - SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Galaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarde, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O, Trivandrum - 695581, India	



Annexure

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

(a) will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.

(b) will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.



(c) will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.

(d) will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.

(e) will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

(f) will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

(g) will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

9. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

11. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



APPOINTMENT LETTER

April 20, 2022

Dear Jadhav Saurabh Satish,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Jadhav Saurabh Satish, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Jadhav Saurabh Satish

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Jadhav Saurabh Satish 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Mahangade Nilesh Sopan,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Mahangade Nilesh Sopan, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Mahangade Nilesh Sopan

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept

☐ Decline

☒ **Signature** Mahangade Nilesh Sopan 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Patil Amruta Sunil,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Patil Amruta Sunil, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Patil Amruta Sunil

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Patil Amruta Sunil 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Raut Ketan Dilip,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Raut Ketan Dilip, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Raut Ketan Dilip

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Raut Ketan Dilip 20/4/2022 7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Shelke Mangesh Ram,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shelke Mangesh Ram, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shelke Mangesh Ram

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** [Shelke Mangesh Ram 20/4/2022 7:08 PM](#)

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



APPOINTMENT LETTER

April 20, 2022

Dear Shinde Shubham Rajendra,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Shinde Shubham Rajendra, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: Shinde Shubham Rajendra

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** Shinde Shubham Rajendra 20/4/2022 7:08 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880

19-Nov-2021

Dear **AJIT BALU KACHARE**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

AJIT BALU KACHARE, 24, 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 AJIT BALU KACHARE

Sign: _____
Name: _____

Sign: _____
Name: _____

19-Nov-2021

Dear **GHADGE AMIT RAVINDRA**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

GHADGE AMIT RAVINDRA, 24, 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 GHADGE AMIT RAVINDRA

Sign: _____
Name: _____

Sign: _____
Name: _____

			
	State Common Entrance Test Cell, Maharashtra State, Mumbai 8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001.(M.S.) Receipt-cum-Acknowledgement of Option/Preference Form For CAP Round I for Admission to First Year Post Graduation Technical Course in Management Admissions (MBA/MMS) for the year 2024 - 2025		
Personal Details			
Full Name	AMRUTA MAHADEV CHAVAN		
Application ID	MB24162138	Version	1
DOB (DD/MM/YYYY)	03/12/1999	Gender	Female
Type of Candidature	Maharashtra State Candidate - Type A	Home University	Shivaji University
Category for Admission	OPEN	PwD Type	N.A.
Religious Minority Type	N.A.	Linguistic Minority Type	N.A.
EWS Status	N.A.	Orphan Status	N.A.
TFWS Status	N.A.		
Merit Status			
All India General Merit No :		48407	State Level General Merit No : 4311
Option/Preferences given by the Candidate			
Pref No.	Choice Code		
1	663210110		

1. The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during registration, physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at Scrutiny Center and submit original certificate to the admitted institute on or before last date of reporting to the allotted institute Up to 5.00 PM otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.

2. SEBC Candidates who submitted receipt of Non Creamy Layer certificate during registration, e-verification or physical document verification and confirmation period should upload and verify original Non Creamy Layer Certificate at Physical Scrutiny Center or E-Scrutiny Center and submit original certificate to the admitted institute on or before third round last date of reporting otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category. .

3. In case of SEBC Candidates, duration for submitting Caste Validity certificate will be as per the Maharashtra State Government Resolution No - संकिर्ण-2024/प्र.क्र.75/ आरक्षण -5 dated 22 July 2024.

4. The Option Form for CAP Round shall be considered subject to fulfilment of other eligibility conditions.

5. If a candidate is allotted the seat as per his first preference, such allotment shall be auto freezed and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds. Such candidates shall then do the payment of seat acceptance fee from their login and here after such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate fail to pay seat acceptance fee from their login, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment

6.The Online Option/Preference form once confirmed will not be changed under any circumstances.

7.Candidates must submit their qualifying exam marksheet, clearly indicating that they meet the eligibility criteria, at the time of admission to the respective institute..

Declaration:

I have read all the rules of admission and on understanding these Rules, I have filled and Confirmed the Online Option/Preference Form of CAP Round I for the admission to First Year Post Graduation Technical Course in Management Admissions (MBA/MMS) for the Academic Year 2024-

25.

The information given by me in this Option/Preference form is true to the best of my knowledge & belief. I am fully aware that I will be responsible for any further consequences arises due to my mistake. I also herewith undertake that, at later stage, if it is found that I have submitted false certificate(s)/document(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and/or penal action as per the provisions of the law.

Date : 11-08-2024

Signature of the Candidate
(AMRUTA MAHADEV CHAVAN)

The Option/Preference Form for CAP Round I for Admission to First Year Post Graduation Technical Course in Management Admissions (MBA/MMS) for the Academic Year 2024-25 is confirmed as per the choices given above. We hereby acknowledge the confirmed Option/Preference Form.

Last modified on	: 11-08-2024 11:55:17 AM	<div>Commissioner & Competent Authority STATE CET CELL ,Mumbai,</div> 
Confirmed on	: 11-08-2024 11:56:29 AM	
Printed on	: 11-08-2024 11:56:32 AM	
Last modified by	: MB24162138	
Confirmed By	: MB24162138	
Printed By	: MB24162138	
IP Address	: 103.120.237.49	

This is a computer generated receipt. Do not require a signature.



APPOINTMENT LETTER

April 20, 2022

Dear KAMATH SANJEEV NARASINHA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I KAMATH SANJEEV NARASINHA, confirm that I am voluntarily sharing my Personal Information including documents with WiproLimited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KAMATH SANJEEV NARASINHA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** KAMATH SANJEEV NARASINHA 20/4/2022

7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Kalyani Forge Limited

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(02137) 252335, 252755, 252757

FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in

KALYANI

MR. BAGAL ANIKET PRAKASH
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear BAGAL ANIKET PRAKASH,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.
- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the Duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



Kalyani Forge Limited

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KALYANI

MISS. BHOSALE SHRADDHA SHAHAJI

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Bhosale Shraddha Shahaji ,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
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- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

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- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
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We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



Ref: TCPL/HR/2018/726

Date: 1st August 2018

Name- KAMBLE ASHWIN JITENDRA
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Subject: Letter of Offer & Appointment

Dear Yogesh,

This is reference to our discussions for the role with Tata Cummins Pvt. Ltd; we are pleased o communicate your appointment. Please find details of your Offer

POSITION : Engineer Trainee
LOCATION : Tata Cummins Ltd., Phaltan
SALARY GRADE : JE 1 N
DATE OF JOINING : 10th August 2018

Total Stipend: You will be paid a stipend of Rs.240000/- Per Annum (Rs. Two Lakh Forty Thousand Per Annum) for full attendance. Indirect Benefits are applicable as per policy.

Notes:

1. This offer is subject to you clearing our Background Verification process and pre-employment medical examination.
2. The details shared above are strictly confidential and not to be disclosed.

This Offer is valid subject to your joining on date mentioned above. "You are requested to communicate your acceptance and acknowledgement of offer on or before (a week's time from date of issue) over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

Please feel free to reach Mr. Alok Das (7447464325) for any questions on the same. We look forward to the pleasure of having you on board for a long and fruitful association.

For Tata Cummins Pvt Ltd.

Pragya Pandey
Sr. General Manager-HR

Note: The Stipend details are very personal and should not be divulged to anyone in the organization. Sharing this details with other employees is considered to be a violation of our code.

Plot No. A1/1, MIDC Phaltan
Village Surawadi, Phaltan-Lonand Road
Taluka Phaltan, Satara 415528
Maharashtra, India Phone +91 2166 305008

Registered Office Cummins Road, Telco Township, Jamshedpur 831004 Jharkhand, India



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KALYANI

MISS. DESHMANE KOMAL SOMNATH

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Deshmane Komal Somnath ,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.
- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.

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- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the Duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin

19-Nov-2021

Dear **DHUMAL SWAPNIL SANJAY**,
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Candidate ID – 16433162

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.

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.

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.

GenC Training Post joining:

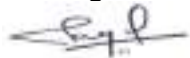
a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.

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:

Compensation and Benefits

Name: AJIT BALU KACHARE**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

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

DHUMAL SWAPNIL SANJAY, 24, 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 DHUMAL SWAPNIL SANJAY

Sign: _____
Name: _____

Sign: _____
Name: _____



APPOINTMENT LETTER

April 20, 2022

Dear DIMBLE AMOL RAGHUNATH,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I DIMBLE AMOL RAGHUNATH, confirm that I am voluntarily sharing my Personal Information including documents with WiproLimited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: DIMBLE AMOL RAGHUNATH

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** DIMBLE AMOL RAGHUNATH 20/4/2022 7:08

PM (checking the checkbox above is equivalent to a handwritten
signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

KAKADE AKSHADA RAJENDRA
B.E., Electrical Engineering Navsahyadri
Group of Institutes, Pune

Dear Kakade Akshada Rajendra,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature_____
KAKADE AKSHADA RAJENDRA

Date_____
Date

Hitachi Vantara Software Services India Private Limited
A Hitachi Vantara Company

REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032, India

PRIVATE & CONFIDENTIAL

25 September 2022

LOKARE ANIKET BALAJI
B.E., Electrical Engineering Navsahyadri
Group of Institutes, Pune

Dear Lokare Aniket Balaji,

Employment Offer with Hitachi Vantara Software Services India Private Limited

I am delighted to offer you employment with us, Hitachi Vantara Software Services India Private Limited. ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

EXTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

INTERNAL JOB TITLE: Cloud Infrastructure-As-A-Service (IAAS) - Associate

BASED IN: Pune, India
Travel outside of Pune is required as part of your role.

REPORTING TO: Kiran Arshakota

START DATE: 03 October 2022

SALARY: Your Total Target Compensation ("**TTC**") will be INR 4,72,973.00 per annum. This will be divided between your basic salary, flexible allowances, and a targeted bonus component.

Your annual basic salary will be INR 2,25,225.00 to be paid in 12 months. The annual flexible allowance will be INR 2,25,225.00.

Hitachi is under no obligation to review or increase your salary, whether on an annual basis or otherwise. Hitachi may also deduct from your salary any sums owed by you to Hitachi.

BONUS:[VIP] You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 5.00% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Vantara LLC's actual performance measured against the relevant period's performance objectives. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program..

TAX: The Tax will be deducted at source and you will be responsible to file the income tax.

PROBATIONARY PERIOD:

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the six (6) months probationary period can take place by Hitachi giving one (1) months' notice to you, or you giving 3 (three) months' prior written notice to Hitachi. Hitachi may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

TRAINING:

To enable you to perform your role, Hitachi may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your reporting manager to seek approval prior to committing to any external or internal training.

ANNUAL LEAVE:

In addition to all Hitachi paid company holidays, you will be entitled to 18 days earned leave and 12 days sick leave per year. Requests for earned leave must be discussed with and approved by your reporting manager prior to the leave being taken. An employee can carry forward 10 Earned Leaves (EL) of the present year to the next year.

Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi policy on leave entitlement applies to you.

BENEFITS:

You and your eligible dependents will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

SICKNESS:

You are entitled to paid sick leave as provided by applicable statutes. Hitachi reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi's leave application system.

EXPENSES:

Expenses directly incurred as part of conducting Hitachi business will be reimbursed provided that you follow Hitachi's then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

TERMINATION:

This contract may be terminated by either party providing three (3) months' notice; or by Hitachi providing three (3) months' salary in lieu of notice. In addition, Hitachi may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi's policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty or breach of trust, or causing loss or damage to Hitachi property.

Upon termination, you shall immediately return all Hitachi property, including but not limited in documents, security passes and computing equipment.

RESTRICTIVE COVENANTS:

You warrant that you do not have in your possession and will not bring to Hitachi any unauthorized confidential information or intellectual property of any company during your term of employment with Hitachi. You agree to indemnify Hitachi for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi without the prior written approval of Hitachi. Without limiting the foregoing, Hitachi reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi and/or which would involve the use of Hitachi's time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi, before Hitachi will accept your agreement to this offer of employment.

INTELLECTUAL PROPERTY:

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi.

CONFIDENTIALITY:

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi), any confidential or proprietary information of Hitachi or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi, the negotiations in connection therewith or any of the transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi all documents relating to any confidential information of Hitachi, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

**ETHICAL STANDARDS AND
BEHAVIOR:**

As an employee of Hitachi, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi.

You will also ensure that you do not cause Hitachi to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India Bangalore shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

GENERAL:

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi. The rights of Hitachi under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi in exercising its rights shall not constitute a waiver thereof.

Hitachi reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Consulting Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi's organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi's rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

EMPLOYEE AGREEMENT:

Hitachi policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi confirming your acceptance of the terms of this letter.

Please also find enclosed in duplicate Hitachi Consulting Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon your agreement to sign and abide by Hitachi's rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi's policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance.

We are confident that you will find working with Hitachi to be a rewarding experience both professionally and personally.

Yours sincerely,



Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Signature_____
LOKARE ANIKET BALAJI

Date_____
Date



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757

FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in

KALYANI

MR. JADHAV ROHAN POPAT
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Jadhav Rohan Popat,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.
- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the Duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



APPOINTMENT LETTER

April 20, 2022

Dear KAMATH SANJEEV NARASINHA,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I KAMATH SANJEEV NARASINHA, confirm that I am voluntarily sharing my Personal Information including documents with WiproLimited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: KAMATH SANJEEV NARASINHA

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI**Variable Pay - A BRIEF OVERVIEW****Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** KAMATH SANJEEV NARASINHA 20/4/2022

7:08 PM (checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Kalyani Forge Limited

KOREGAON BHIMA,-412 216,
TEHSILTEHSIL SHIRUR DIST. PUNE.
(02137) 252335, 252755, 252757

FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in

KALYANI

MISS. KAZI ROZINA LIYAKAT
B.E., Electrical Engineering
Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Kazi Rozina Liyakat,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.
- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
- viii. Your address, as indicated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your address, you will intimate the same in writing to the HR department within three days from the date of such change.
- ix. You will be bound by the certified standing orders, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions, which will form part of your terms of employment.
- x. If you accept the terms and conditions above mentioned, please sign the declaration in the Duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin



Kalyani Forge Limited

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FAX: (02137) 252344/ 252756. www.kalyaniforgo.co.in

KALYANI

MR. KHOCHARE GANESH NIVAS

B.E., Electrical Engineering

Navsahyadri Group of Institutes, Pune

Sub: Engagement as Trainee Engineer

Dear Khochare Ganesh Nivas,

We are now pleased to appoint you as a Trainee Engineer for a period of one year from 03-03- 2019 to 0203-2020 in HFD-1 Division Sanaswadi, Pune. You will be paid remuneration of Rs.19000/- CTC per month breakup of the remuneration is annexed.

- i. You will be abiding by all the rules and regulations regarding the code of conduct and discipline of organization. Your contractual appointment will automatically come to notice pay or retrenchment compensation will be payable to you by the management.
- ii. Since your appointment is being made for a specified period, you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
- iii. During this period your performance will be periodically assessed and if found unsatisfactory your appointment will be terminated before the aforesaid specified fixed period, by giving a short notice period is one month's notice or salary in lieu thereof as per the instructions of management.
- iv. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time.

REGD. OFFICE : Shangrila Gardens, Opp. Bund Garden, Pune – 411001 Maharashtra India

- v. You will maintain a high standard of Loyalty, efficiency, integrity and will liaise with employees/ workers in the factory.
- vi. The management will be within its rights to transfer you for work or your services to any other unit/division/department where the company has an office or branch or unit or site for work either at present or may have at any time in future.
- vii. Your appointment is being made on the basis of your particulars such as qualification etc. as given by you in your application for employment and in case any information as given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.
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- x. If you accept the terms and conditions above mentioned, please sign the declaration in the Duplicate and return to us. The original shall be retained by you.

We welcome you to the KFL family and look forward to a fruitful collaboration.

For, Kalyani Forge Limited,



Shailendra Gaikwad.
Head- HR, IR& Admin

Date:07-Jan-2022

To



BHAPKAR SNEHA PRAKASH

Dear BHAPKAR SNEHA PRAKASH,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

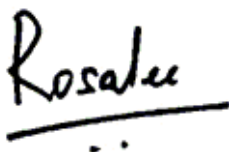
If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,
For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **BHAPKAR SNEHA** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	BHAPKAR SNEHA PRAKASH

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : BHAPKAR SNEHA PRAKASH

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month**.
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

CHALAK BABURAO HARIBHAU
INDIA

Dear CHALAK BABURAO HARIBHAU,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

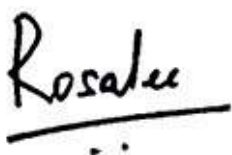
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function






Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **BABURAO** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	CHALAK BABURAO HARIBHAU

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : CHALAK BABURAO HARIBHAU

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
SURYAWANSHI BHARATI PANDITRAO
INDIA

Dear SURYAWANSHI BHARATI PANDITRAO

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any
backlog (subjects where you have not obtained the passing marks) at the time of joining
b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark
sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

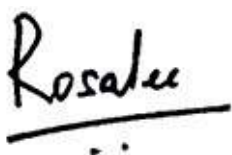
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function



**Enclosed: Annexure to your offer of employment****Acceptance of the Offer**

I, **Bharati**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	SURYAWANSHI BHARATI PANDITRAO

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name **SURYAWANSHI BHARATI PANDITRAO**

Salary Grade : **C1**

Designation : **ENGINEER**

Stipend : **INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
MOHITE DINESH ASHOK
INDIA

Dear MOHITE DINESH ASHOK

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6.

You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

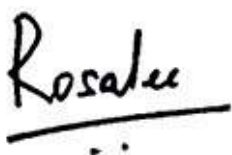
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function





Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Dinesh**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	MOHITE DINESH ASHOK

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : MOHITE DINESH ASHOK

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
KHANDALE PRANALI ROHIDAS
INDIA

Dear KHANDALE PRANALI ROHIDAS

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

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- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

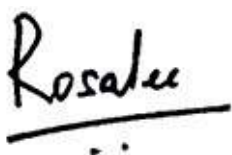
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function






Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **PraNALI**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	KHANDALE PRANALI ROHIDAS

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : KHANDALE PRANALI ROHIDAS

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
DHUME SAYALI NATHA
INDIA

Dear DHUME SAYALI NATHA

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an
in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

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$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

{{Sig_es_: signer : signatur e}}

Candidate No: TN/80026591/22

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

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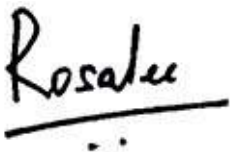
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited



Rosalee M Kombial
Vice President-People Function

{{Sig_es_: signer : signature}}

Candidate No: TN/80026591/22



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Sayali**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	DHUME SAYALI NATHA

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name : DHUME SAYALI NATHA

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
SHEDGE SNEHAL LAXMAN

INDIA

Dear SHEDGE SNEHAL LAXMAN

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

- 2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining
- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Pune (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Pune will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.



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2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

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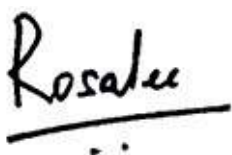
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Snehal**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	SHEDGE SNEHAL LAXMAN

Annexure 1

Compensation stack during confirmation) the Orchard Learning Program (from the date of joining till the date of

Name **SHEDGE SNEHAL LAXMAN**

Salary Grade **: C1**

Designation **: ENGINEER**

Stipend **: INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.

Date:07-Jan-2022

To
JANGAM VAISHNAVI VIJAY
INDIA

Dear JANGAM VAISHNAVI VIJAY

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an in the salary grade **C1** subject to the following terms and conditions.

ENGINEER

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- b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

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- c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

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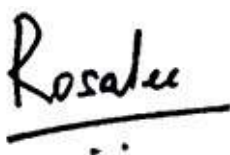
If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited




Rosalee M Kombial
Vice President-People Function



**Enclosed: Annexure to your offer of employment****Acceptance of the Offer**

I, **VAISHNAVI** agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	
Your Name in Capital letters	JANGAM VAISHNAVI VIJAY

Annexure 1

Compensation stack during
confirmation)

the Orchard Learning Program (from the date of joining till the date of

Name : JANGAM VAISHNAVI VIJAY

Salary Grade : C1

Designation : ENGINEER

Stipend : INR 26,000 per month.

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
 - Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.
- You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for - **2023** is as follows **2022**

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



APPOINTMENT LETTER

April 20, 2022

Dear BHANGE SHUBHANGI PRABHAKAR,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- b. You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure VI. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.
- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the Policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head and appropriate disciplinary action will be initiated.

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
 - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. Any existing employee to become associated with, or perform services of any type for any third party.
- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, as secret and confidential and do not use or disclose any such Confidential Information except as

may be required under obligation of law or as may be required by the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

- b. In your work for Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

7. Assignment of Intellectual Property

In connection with your employment and during the term of your employment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including, without limitation, legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

8. Non-Compete

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of separation.

9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

As part of your smooth transition from campus to corporate, the Company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs, Self-directed learning modules, MOOCs, in-classroom learning, on-the-job training, Top Gear modules, and / or customer specific tools and technology learning. Through this extensive training the Company makes significant investment for your project readiness and successful journey in the projects. In consideration of the Company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and continue your employment with the company for a period of **at least 12 months** commencing from the date of your joining. In case you choose to leave the Company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall **be liable to** pay to the Company liquidated damages of up to Rs. 75,000/-(Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

12. Pre Joining Program (PJP):

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a signed copy of this letter of appointment with your original signature on the date of joining.

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the employment on the terms and conditions herein.

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

Noted below are a few examples of conflict of interest:

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or

received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.

- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.

I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will immediately inform my supervisor and notify the top management.

Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders

Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of the Company you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: policyclearinghouse@wipro.com.
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
 - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
 - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
 - c. Unauthorized disclosure or communication of UPSI.
 - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees. For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I BHANGE SHUBHANGI PRABHAKAR, confirm that I am voluntarily sharing my Personal Information including documents with WiproLimited ('Wipro') for the following purposes:

- validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- processing my job application including background verification checks;
- employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

In this context, I also agree to the retention of such Personal Information including documents by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information including documents, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE III

SALARY OFFER SHEET

Name: BHANGE SHUBHANGI PRABHAKAR

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
Total Fixed Cash	24,688
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
Total Fixed Compensation	27,108
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,459
Target Cost to Company per month	29,167
Total Cost to Company per annum	3,50,004

*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- Medical Insurance Coverage up to Rs 2lac per annum.

ANNEXURE – IV

Bonus Details

In addition to the above-mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of 6 months	25000
End of 18 months	25000 - 75000
End of Year 2	50,000 - 1,00,000
End of Year 3	2,00,000- 2,50,000

Please note the terms and conditions:

- I. The special bonus is subject to:
 - a. you being "active" in the services of the company through to retention date as applicable
 - b. your employment has not been terminated for poor performance or for cause prior to retention date
 - c. you have not resigned voluntarily or abandoned your job as of the retention date
- II. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- III. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 4 tranches of bonus payouts
- IV. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- V. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- VI. You shall keep the contents of this letter confidential

ANNEXURE – V

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for immediate termination of my employment with the Company.

ANNEXURE – VI

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2022-23.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable Meal card can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to [myWipro](#) on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

3. Non-transferable Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card is eligible for IT exemption under WBP.

4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

Retirement Benefits:

It consists of:

- a. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- a. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month salary. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- b. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- a. You would be entitled for Rs.1000 per day for 8 days (total amount of Rs.8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month salary and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- d. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. **Medical Assistance Program (MAS)**:** This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. **Mediclaim:** You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

If you wish to enhance the coverage, Top up cover options are also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro which is accessible on joining.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

Gratuity Benefit**: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

Survivor Benefit Pension Program**:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic * No of years to Retirement * Grade Factor * % based on number and age of surviving members.

I.e. $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$ per month as supplementary pension payable. *Grade Factor is a band specific predefined pension Accrual rate.

Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

** These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

1. Your Life and Accident Cover :

- a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.
- b. Group Term Life Insurance: Rs. 14, 00,000 in the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance/ Personal Accident

The policies mentioned here are policies of the Company as on date, this is subject to change in future as per policies of the Company from time to time.

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite

& transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year. The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data->My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

☒ Accept ☐ Decline

☒ **Signature** BHANGE SHUBHANGI PRABHAKAR

20/4/2022 7:08 PM (checking the checkbox above is equivalent to a
handwritten signature)

Registered Office:

Wipro Limited T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com

India C :L32102KA1945PLC020800

23235880



Offer: Computer Consultancy

Date: 14-July-2020

Mr. Swapnil Chaudhari

ANARSE GANESH SANJAY

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



Offer: Computer Consultancy

Date: 14-July-2020

Mr. Swapnil Chaudhari

DALVI PRANAV BHARAT

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2020

Mr. Satish Patil

GHORPADE GANESH BALKRUSHNA

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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SHIELD PRO

REAL ESTATE

20 July 2021

INAMDAR SADIK ALTAF

With this letter, I, as the head of the Borcelle Real Estate, would like to apply for funding for the construction of a new cluster housing. Based on the results of the meeting we held the other day, I am sending this letter as an official sign to you. I invite you to become a sponsor in our latest project. For the purposes of the required funds ranged from \$ 200,000,000 (two hundred million US dollars). I hope that this letter will encourage you to help in the construction of a new residence.

Hopefully after you read this letter, you can think carefully and can take action as soon as possible. That's all I can write, through this letter we are officially a partner in this latest project. Thank you

Sincerely,

Jamie Chastain

President of Borcelle

+123-456-7890

+123-456-7890



www.reallygreatsite.com

hello@reallygreatsite.com



123 Anywhere St., Any City, ST
12345





Offer: Computer Consultancy

Date: 14-July-2020

Mr. Swapnil Chaudhari

INGULKAR AKSHAY PANDURANG

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

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TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2020

Mr. Satish Patil

PATIL ABHISHEK VISHWAMBHAR

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TeamLease®

Putting India to Work

Offer: Computer Consultancy

Date: 14-July-2020

Mr. Satish Patil

SAWANT KETAN RAVINDRA

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** 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 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.



To,

BARKADE PRATIK RAMESH

Mechanical Division

Cummins India Limited, Satara, 415523

Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

To,

BHOSALE RUTUJA SANJAY

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
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Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. BHOYAR ROHIT PANDITRAO

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or

To,

DAKAVE ABHIJIT ASHOK

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

DESAI YOGESH BALASO

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

DESHMUKH SHRIKANT SUNIL

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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- 2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.**

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

**GADHAVE DESHMUKH SHANTANU
LAXMAN
Mechanical Division
WOM, Velu, Pune**

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

**I therefore pray and hope that you would be kind enough
to accept my joining letter.**

Sincerely yours,

Mr. Satish K. Gadi



To,

GAIKWAD GAURAV SATISH

Mechanical Division

Cummins India Limited, Satara, 415523

Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

- 1. The salary (CTC) has been decided during the interview and accepted by you.**
- 2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.**

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.

To,

GHOHARE KSHITIJ NANDKISHOR

Rawat Brothers Pvt. Ltd.

S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .

Subject: Joining/Offer Letter

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Sales Engineers" at Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 25th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,



Mr. Santosh Nagraj

'Shri Shankaranand' S. No. 63/1+2A Pune-Satara Road, Pune : 411 009 .
Mobile: +91 92256 00635

RAWAT
Furniture at its best

Godrej & Boyce Mfg. Co. Ltd., Pirojshanagar, LBS Marg, Vikhroli, Mumbai 400 079.

Ref: ESP/HK/PCS/--/2012-2013/MFG/O/210

Date : 16th Jul 2022

Dear Mr. GUPTA DIPAK ASHOK

Sub: Call Letter for Godrej Precision Systems Division

With reference to the above, we are glad to inform you that you have been short-listed for our Godrej Precision Systems Division. You will have to undergo the selection process comprising of Written Tests & Personal Interviews. These tests are to assess:-

1. **Level of General Intelligence** (15 minutes duration)
(To measure the level of one's basic intelligence and also how fast and accurately one thinks)
2. **Principles of Mechanics** (40 minutes duration) - Applicable to those with Degree / Diploma in Mechanical, Production Automobile
&nb sp; Industrial Engineering, Tool & Die Making & Fabrication Technology etc.
(To measure how well one comprehends basic principles of mechanics)
3. **Written Communication skills**
(To evaluate the standard of written communication skills)

Please find attached Sample questions for Test No. 1 & 2 as applicable.

Kindly enter your details in the 'Employment Application Form' by clicking on the link mentioned below. Please carry a print out of the duly filled in application form while attending the selection process.

[Employment Application Form](#)

Login with User Id : 382574_Nikhil
Password : 382574_Nikhil

You are requested to call on us, along with a print out of the duly filled in application form and your original documents as per Annexure-I, at the address given below.

Day & Date : Thursday, 25th Jul 2022
Time : 08:45 AM
Contact : Mr. Uday
M/s. GODREJ & Boyce Mfg. Co. Ltd.,
Corporate Personnel & Administration Department,
Recruitment Section, Plant No. 11, 2nd Floor,
Venue: Gate No.4
Pirojshanagar, Lal Bahadur Shastri Marg,
Vikhroli (West), MUMBAI (Maharashtra).- 400079
Contact No : --

You may visit us on www.godrej.com for information on our Company. For any other queries please get in touch with **Mr. Sheldon Noronha** (sheldon@godrej.com, 022 67961422)

If you have already been tested / interviewed by us earlier, please provide us with the details of the same.

If you are coming from outstation, you will be reimbursed up to III AC railway return fare or



VALVES & CONTROLS

A WOM group company

To,

MULLA M RIYAJODDIN MASIYODDIN

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

NIKAM HARISH DILIP

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

OMBLE ROHAN SOPAN

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2020

Date: 22/03/2020

To
OVANDAKAR ASHISH PANDURANG
Mechanical Engineering Dept

Dear **ASHISH**

With reference to the recruitment process conducted on 11/01/2020 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)

To,

PATIL ABHIJEET VISHWAMBHAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

PAWAR ATUL VIKAS

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

PAWAR RAJESH NANDKUMAR

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

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Sincerely yours,

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Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

PHATE SHUBHAM LAXMAN

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi



**ACCUSION
ENGINEERING
PVT. LTD.**

Offer cum Appointment Letter

Ref: OL/ 2020

Date: 22/03/2020

To,

PISE RUTUJ ASHISH
Mechanical Engineering Dept

Dear **RUTUJ**

With reference to the recruitment process conducted on 11/01/2020 are pleased to issue this offer cum Appointment Letter for the position of Trainee Engineer at Pune, India. The Terms & Conditions set forth hereinbelow.

1. Consolidated Salary Rs. 20,000/- per month.
2. You shall be on Probation for period of three months from the date of joining.
3. Hours of work: Eight working hours with six days a week.
4. Place: Pune.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter within two weeks.

Managing Director (Technology)



To,

SANAS AKSHAY MOHAN

Mechanical Division

Cummins India Limited, Satara, 415523

Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

- 1. The salary (CTC) has been decided during the interview and accepted by you.**
- 2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.**

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A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

SHAIKH AKIB LIYAKAT

Mechanical Division

WOM, Velu, Pune

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

Mr. Satish K. Gadi

To,

SHAIKH LAZIM YUNUS

Mechanical Division

Cummins India Limited, Satara, 415523



Subject: Joining as assistant engineer.

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Shindewadi Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 19 th May 2020 OR as early as possible. Please confirm your date of joining by Email.

I therefore pray and hope that you would be kind enough to accept my joining letter.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Ashwath Ram'.

Ashwath Ram

Cummins India Limited) Plot No. B-2, SEZ Industrial Area, Village Survadi, Nandal, Taluka-Phaltan, Satara - 415 523, Maharashtra, India Tel: +91-2166-305514.



VALVES & CONTROLS

A WOM group company

To,

**SHEIKH MOHSIN SHEIKH
MUBARAK
Mechanical Division
WOM, Velu, Pune**

Subject: joining as assistant engineer .

Sir,

This has reference to your resume and subsequent interview you had with us and acceptance of our Salary Offer. We are pleased to offer you an appointment in our organization as "Technician QA for Our Velu, Pune Plant. Please note that this offer is given in good faith and is not to be used for negotiating with your existing employer or any other prospective employer.

1. The salary (CTC) has been decided during the interview and accepted by you.
2. You are requested to join our organization positively by 21th July 2020 OR as early as possible. Please confirm your date of joining by Email.

**I therefore pray and hope that you would be kind enough
to accept my joining letter.**

Sincerely yours,

Mr. Satish K. Gadi

Date: 06/12/2019

To

Gauri Bappu Bhagat

Pune .

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 21 December 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 06/12/2019

To

Suraj Bhosale

Bhor, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

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Date: 06/12/2019

To

Tushar Bodake

Kolhapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

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The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.



Date: 06/12/2019

To

Aniket Dhumal

Phaltan.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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Date: 06/12/2019

To

Nirav Dhumal

Phaltan.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 24 December 2022 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 17,000/Month

Annual Remuneration: Rs. 2,04,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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Date: 09/10/2019

To

Nikita Khopade

Kalaj, Bhor, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

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Head

Date: 09/10/2019

To

Konde Vicky

Kelawade, Bhor, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Head

Date: 09/10/2019

To

Maral Aniket

Purandhar, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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Head

Date: 09/10/2019

To

Kishor Raghunath Mutthe

Latur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

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Annual Remuneration: Rs. 2,40,000

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Head

Date: 09/10/2019

To

Suyash Nalawade

Kalaj, Bhor, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Head

Date: 09/10/2019

To

Pratik Mahesh Patil

Nashik.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

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Annual Remuneration: Rs. 2,40,000

3. Probation

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Head

Date: 09/10/2019

To

Pawar Aditi

Katraj, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

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1. Designation: You will be designate as Site Engineer.

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Annual Remuneration: Rs. 2,40,000

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Head

Date: 09/10/2019

To
Omkar Rathod
Solapur.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

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Head

Date: 09/10/2019

To
Shivraj Roman
Mumbai.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

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1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Head

Date: 09/10/2019

To
Shweta Shete
Katraj, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 October 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Head



Date: 10/11/2019

To
Bhaurao Ghumare
Gevrai, Beed.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Rajesh Gogawale
Katraj, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To

Ajinkya Jagtap

Kelawade, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.

2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Ravikant Jiddimani
Latur

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

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Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Nilesh Kale
Saswad, Pune

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
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Annual Remuneration: Rs. 2,40,000

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Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Akshay Karande
Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

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4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Anuj Kenjale
Bhor, Pune

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions



Date: 10/11/2019

To
Suraj Shinde
Bhor, Pune.

SUB: APPOINTMENT FOR THE POST OF SITE ENGINEER

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization w.e.f. 20 November 2019 on the following terms & conditions:

1. Designation: You will be designate as Site Engineer.
2. Remuneration: Basic Salary Rs. 20,000/Month

Annual Remuneration: Rs. 2,40,000

3. Probation

You will be on probation for a period of Three month from the date of joining service. Based on your performance and conduct, this period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have been confirmed.

4 Separation:

During probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminate this contract by giving a notice of One Month or payment of One month basic salary in lieu thereof.

5. Termination/ cessation of Service

Your services are liable to be terminated without any notice or salary in lieu thereof in case of continued ill health.

The cessation of service can be by either side giving one month notice in writing to the other or in lieu of notice by payment of One month salary plus earned leave pay by the Company or by payment of one month salary as damages by the Employee.

Mr. Ram Bhosle

Head- Nirman Constructions

Date: 12/04/2020

Sub: Offer Letter

Dear Ajit,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with CTC Rs. 340000 PA.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Date: 20/12/2019

To,
Mr. Laxman Bandalkar

Appointment Letter

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "Assistant HR" in our organization with effect from 3 January 20 on the following terms and conditions.

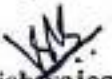
1. Initially, you will be on probation for a period of six months from the date of joining. If found necessary, the probation period may be extended at the discretion of the management or may be dispensed with either during the initial or extended period of probation. Unless confirmed in writing, you will be deemed as Confirmation after the expiry of the initial or the extended period of probation.
2. During your probation you will be entitled to a monthly package of Rs. 21845/- per month and CTC will be Rs. 22655/- per month. The salary breakup is enclosed with this letter.
3. You shall have to attend to such duties as are assigned to you from time to time and that it shall be your duty to discharge the said duties diligently and faithfully and to the entire satisfaction of the management.
4. You will be governed by such rules and regulations as are applicable to the company and such other rules and regulations which are in force and which may be in to force in future from time to time by the management.
5. In order to give you wider exposure during probation, you may be transferred to any other section or department in the same establishment or you may be transferred to any other establishment (existing or which may be set up in future) under the same management anywhere in the country without any additional benefits. While on probation at the transferred place, you will be governed by the rules applicable at the transferred place.
6. You shall be liable to carry out all the instructions of your superiors diligently and faithfully in connection with the company's work and to the best of your ability. It shall be your duty to co-operate with the management in all matters and you shall not indulge in any such activity, which will be detrimental to the interest of the company.
7. During the period of probation and during your entire tenure of services with this company, you will maintain confidentiality about your remuneration, monetary, non-monetary benefits.

📍 Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

☎ 9923622288, 8856886015 📧 tuljaihrservices@gmail.com

8. During the probation period you are not eligible to avail leaves. After the confirmation you will be eligible for leave as per company leave policy. The management reserve the right to sanctioning and refusal of the leave.
9. You may relinquish your employment only after **One month advance notice in writing**, otherwise your one month salary will be deducted in lieu of notice. For probationer fifteen days' notice period applicable for employee and company. You will not be entitled to proceed on leave during the notice period.
10. In case you found misleading company and doing any wrong act in your work which may damage the image of the company or companies clients or makes monetary losses to any of them would makes company eligible to terminate your employment without notice period. You are not allowed to join the companies client for min three years from the date of separation with the company. In case employee violate this condition, he will pay twelve months gross salary
11. Absence from duty without the permission of the management for a continuous period of 3 days will lead to immediate termination of your employment.
12. You must inform the company of any change in your address, personal status, etc. All communications sent to you in the normal course at the address given by you will be deemed to be received by you.
13. In case you are found and remaining physically and mentally unfit to perform your normal duties, your services will be liable to be terminated accordingly.
14. During your probation, your performance will be under review by management. If management is not satisfied with your ability or performance, your services are liable to be terminated without notice and without any reason. You are also liable for termination for suppression of any information or for furnishing any false information with a view to obtain employment.
15. On termination of employment, you will hand over any property or article or document entrusted to you by the company to enable the company to settle your accounts. You will be retired automatically the day you will attain 58 years of age.

For Tuljai HR Services


Mr. Vishwajeet Kadam
Director



I confirm that the above terms and conditions are a correct reproduction of what I have discussed and agreed upon with the management.

Date: 03/01/20

Signature:

📍 Office No.3, Shubham Heights, Behind Agrawal Dairy,
Devi Chowk, Shaniwar Peth, Satara. 415 002.

☎ 9923622288, 8856886015 📧 tuljairservices@gmail.com

Date: 12/04/2020

Sub: Offer Letter

Dear Nikita,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with CTC Rs. 340000 PA.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.



Date: 12/04/2020

Sub: Offer Letter

Dear Smruti,

We are pleased to offer you the post of Management Trainee.

The compensation structure is enclosed for your reference as Annexure.

Your employment with the Company will be subject to strict adherence to the policies and procedures of the Company.

You will be on probation for one year with CTC Rs. 340000 PA.

This offer is subjected to background verification and medical fitness.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving one (1) month notice to the Company and vice versa. You shall not be eligible to avail leave during the notice period.

We welcome you to join the Company and would be happy if you can sign the duplicate copy of this letter in token of your acceptance of the offer of employment with the Company.

If you have any question, please clarify from the undersigned.

With regards,



Ira Joshi

Associate Director - HR

NoBroker Technologies Solutions Pvt. Ltd.

