



# Shreyash Pratishthan's Shreyash College of Engineering & Technology, Aurangabad.

(An ISO 9001 : 2015, Certified Institute)

Approved by : AICTE, New Delhi, Recognised by : Govt. of Maharashtra & DTE, Mumbai.

Affiliated to : Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

Dr. Babasaheb Ambedkar Technological University, Lonere, Raigad.



(Institute Code : 2112)

Ref. *SYCET/Admin/2022/244*

Date : *13-12-2022*

### 5.2.1 Average percentage of placement of outgoing students during the year

| Year    | Name of student placed and contact details | Program graduated from | Name of the employer with contact details                    | Pay package at appointment (In INR per annum) |
|---------|--|------------------------|--|---|
| 2021-22 | Mauli Deelip Gavhad                        | Mechanical Engineering | JBM Group Aurangabad   | 1.80 LPA                                      |
| 2021-22 | Parmesh Pawar                              | Mechanical Engineering | Perkins India Private Ltd. Aurangabad                        | 2.67 LPA                                      |
| 2021-22 | Santosh Madan                              | Mechanical Engineering | Kotak Mahindra Bank Mumbai                                   | 1.51 LPA                                      |
| 2021-22 | Akshay Ramji Thobre                        | Mechanical Engineering | Umasons atu compo Pvt. Ltd. Aurangabad                       | 1.80 LPA                                      |
| 2021-22 | Vivekanand Vinayak Chavan                  | Mechanical Engineering | Varsha Forgings Pvt. Ltd. Pune                               | 2.41 LPA                                      |
| 2021-22 | Bhagwat Babasaheb Magar                    | Mechanical Engineering | 8848 Digital LLP Navi Mumbai                                 | 4.50 LPA                                      |
| 2021-22 | Ganesh Uttamrao Wankhede                   | Mechanical Engineering | G.B.B. Industries, A'bad                                     | 2.59 LPA                                      |
| 2021-22 | Nilesh Janardhan Ghaywat                   | Mechanical Engineering | JBM Group Aurangabad   | 1.80 LPA                                      |
| 2021-22 | Dheeraj Shankar Narote                     | Mechanical Engineering | Cognizant Technology Solutions India Private Limited Chennai | 4.01 LPA                                      |
| 2021-22 | Hemant Ashok Gandhi                        | Mechanical Engineering | Infosys Ltd. Bangalore                                       | 2.67 LPA                                      |
| 2021-22 | Dipali Subhash Raut                        | Mechanical Engineering | Infosys Ltd. Bangalore                                       | 2.67 LPA                                      |
| 2021-22 | Akash Zade                                 | Mechanical Engineering | Infosys Ltd. Bangalore                                       | 2.67 LPA                                      |
| 2021-22 | Aashish Sonawane                           | Mechanical Engineering | Infosys Ltd. Bangalore                                       | 2.67 LPA                                      |
| 2021-22 | Gaurav Labde                               | Mechanical Engineering | TeamHIR Services Pvt. Ltd. Chennai                           | 1.80 LPA                                      |
| 2021-22 | Madhav Anandrao Kanole                     | Mechanical Engineering | Renata Precision Components Pvt. Ltd. Pune                   | 1.98 LPA                                      |
| 2021-22 | Ashok Jotmal Chavan                        | Mechanical Engineering | Yeshshee Press Comps Pvt. Ltd. Aurangabad                    | 1.92 LPA                                      |
| 2021-22 | Ashish Bachchalal Yadaav                   | Mechanical Engineering | Nobel Hygiene Pvt. Ltd. Aurangabad                           | 1.20 LPA                                      |
| 2021-22 | Abhishek Subhash Boralkar                  | Mechanical Engineering | NRB Bearings Ltd. Aurangabad                                 | 1.80 LPA                                      |
| 2021-22 | Divya Dattatraya Shinde                    | Electrical Engineering | Manoj Fire Protection Llp, Pune                              | 1.8 LPA                                       |
| 2021-22 | Krushna Ganesh Rathi                       | Electrical Engineering | Kinetic Taigene Pvt Ltd, Pune                                | 1.56 LPA                                      |
| 2021-22 | Avinash Bharat Mugale                      | Electrical Engineering | Vedant Energy Solutions Llp, Aurangabad                      | 1.26 LPA                                      |
| 2021-22 | Subhash Hanmantrao Yannalwar               | Electrical Engineering | Kinetic Taigene Pvt Ltd, Pune                                | 1.56 LPA                                      |
| 2021-22 | Vaishali Maruti Birajdar                   | Electrical Engineering | Randstand Technologies Pvt. Ltd                              | 2.5 LPA                                       |
| 2021-22 | Smital Arun Akolkar                        | Electrical Engineering | Capgemini Technology Services India Limited, Pune            | 3.0 LPA                                       |
| 2021-22 | Vishvambar Ganesh Joshi                    | Electrical Engineering | Infosys Limited, Bangalore                                   | 5 LPA   |
| 2021-22 | Ganesh Deshmukh                            | E&TC                   | Tata Consultancy Services Ltd. Pune                          | 3.36 LPA                                      |
| 2021-22 | Daivshala Gorade                           | E&TC                   | Wipro Ltd Pune   | 1.80 LPA                                      |
| 2021-22 | Swati Gorade                               | E&TC                   | Tata Communication Transformation Services Ltd. Pune         | 2.13 LPA                                      |
| 2021-22 | Avinash Jadhav                             | E&TC                   | Tata Consultancy Services Ltd. Lucknow                       | 3.36 LPA                                      |
| 2021-22 | Shubham Lachuriya                          | E&TC                   | Tata Consultancy Services Ltd. Pune                          | 3.36 LPA                                      |
| 2021-22 | Pallavi Paikrao                            | E&TC                   | Cyient Ltd Pune  | 4.50 LPA                                      |

**Gut No. 258 (P), Near SRPF Camp, Satara Parisar, Aurangabad - 431 010. Tele / Fax : (0240) 6608709.**

**Tel. No. (0240) 6608701 / 702 / 777 / 2654801. www.sycet.org Email : sycet@yahoo.com**



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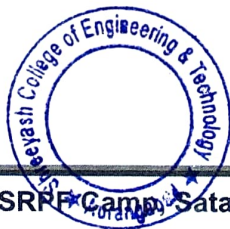
(Institute Code : 2112)

Ref. SYCET/Admin/2022/244

Date : 13-12-2022

## 5.2.1 Average percentage of placement of outgoing students during the year

|         |                           |                              |  |          |
|---------|---------------------------|------------------------------|--|----------|
| 2021-22 | Rahul Pandbhare           | E&TC                         | Tata Consultancy Services Ltd. Lucknow                             | 3.36 LPA |
| 2021-22 | Somesh Shaha              | E&TC                         | Manjunath Human Resource Aurangabad                                | 2.52 LPA |
| 2021-22 | Abhijeet Bolbat           | Civil Engineering            | Infosys Ltd. Bangalore   | 4.5 LPA  |
| 2021-22 | Chaitrali Wadekar         | Civil Engineering            | Infosys Ltd. Bangalore   | 3.6 LPA  |
| 2021-22 | Ehtesham Shaikh           | Civil Engineering            | Tata Consultancy Services Pune                                     | 4.6 LPA  |
| 2021-22 | Manish Ingale             | Civil Engineering            | Coditas Solutions Pune   | 6 LPA    |
| 2021-22 | Prashik Raju sartape      | Civil Engineering            | Youva Architect and Builders Washim                                | 8 LPA    |
| 2021-22 | Shushant Bade             | Civil Engineering            | GNM Construction Aurangbad   | 3.5 LPA  |
| 2021-22 | Thale Rushikesh Subhash   | Civil Engineering            | Tata Consultancy Services Thiruanantapuram                         | 3.5 LPA  |
| 2021-22 | Vikram Vijaysingh Patil   | Civil Engineering            | Cognizant Chennai  | 4.5 LPA  |
| 2021-22 | Akanksha Madanrao Ghunage | Computer Science Engineering | Infosys Limited Mysore   | 3.6 LPA  |
| 2021-22 | Kiran Udhan               | Computer Science Engineering | Wipro Limited Pune   | 3.5 LPA  |
| 2021-22 | Pallavi Vishnu Jadhav     | Computer Science Engineering | Wipro Limited Pune   | 3.5 LPA  |
| 2021-22 | Priyanka Arjun Khandagale | Computer Science Engineering | Wipro Limited Pune   | 3.5 LPA  |
| 2021-22 | Roshan Rathod             | Computer Science Engineering | Wipro Limited Pune   | 3.5 LPA  |
| 2021-22 | Sachin Murlidhar Doke     | Computer Science Engineering | Advanced Business & Healthcare Solutions India Pvt. Ltd. Bangalore | 6 LPA    |
| 2021-22 | Sagar Nivrutti Funde      | Computer Science Engineering | Softtech Engineers Pvt. Ltd. Aurangabad                            | 2.5 LPA  |
| 2021-22 | Sanket Sanjay Dhopate     | Computer Science Engineering | Tata Consultancy Services Pune                                     | 3.36 LPA |
| 2021-22 | Shiwani Raju Chhadidar    | Computer Science Engineering | HCL Technologies Ltd. NOIDA UP                                     | 2.75 LPA |
| 2021-22 | Srushti Bhivasan Bakal    | Computer Science Engineering | Infosys Limited Mysore   | 3.60 LPA |
| 2021-22 | Swati Rajendra Gujar      | Computer Science Engineering | Wipro Limited Pune   | 3.5 LPA  |
| 2021-22 | Vaibhav Trikolikar        | Computer Science Engineering | Armstrong Machine Builders Private Limited Pune                    | 7.5 LPA  |
| 2021-22 | Akshay Uttamrao Jawale    | MBA                          | Metalman Auto Private Ltd  | 3.12 LPA |
| 2021-22 | Pranjali Ram Kamble       | MBA                          | GS Fincorp   | 0.72 LPA |
| 2021-22 | Nitin Diophode            | MBA                          | Subhashri Multispeciality Hospital                                 | 2.16 LPA |
| 2021-22 | Pratik Vithal Satpute     | MBA                          | SYDLER Electronics Pvt. Ltd  | 1.28 LPA |
| 2021-22 | Renuka Datta Shejule      | MBA                          | Britannia Industries Limited                                       | 3.90 LPA |
| 2021-22 | Madhusudhan Wani          | MBA                          | Cognizant Technology Solutions India Pvt Ltd                       | 3.80 LPA |
| 2021-22 | Prafulla Akhare           | MBA                          | Endurance Technologies Ltd.  | 3.30 LPA |



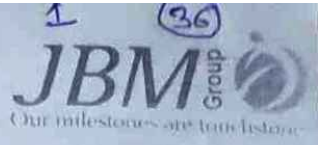
  
Principal

Shreyash College of Engineering  
& Technology Aurangabad

JBM GROUP

Corporate Office :

Plot No. 9, Institutional Area  
Sector 44, Gurgaon-122003 (Hr.)  
T : +91-124-4674500 / 4674550  
F : +91-124-4674599  
W : www.jbmgroup.com



13<sup>th</sup> November 2021

**Job offer**

**Mr. Mauli Deelip Gavhad**  
**Kaudgaon Post Golatgaon**  
**TQ Distt. Aurangabad**  
**Maharashtra- 431007**

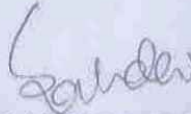
Dear Mr. Mauli Deelip Gavhad,

1. With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as **GET** in our organization on the terms & conditions mutually discussed and agreed to.
2. Please note that the regular letter of appointment stipulating detailed terms and conditions of your appointment will be issued to you after your joining duties with us.
3. By accepting this letter you accept, to serve the company for One year which includes training period and that you will sign a bond to that effect at the time of joining thereof.
4. However, in the meantime, you are required to undergo and clear a medical check-up at a medical Centre approved by the Company.
5. Also, please arrange to submit the following documents to the personnel department of the Company before joining duties:
  - Passport size photograph - 5 Nos.
  - Proof of Date of Birth.
  - Attested copies of Educational Certificates.
  - Pan Card
  - Aadhar Card
  - Cancelled Cheque
6. This offer is valid till **18.11.2021** Therefore, you are required to join your duties on this date at the address mentioned below:

**Arcelormittal Neel Tailored Blanks Pvt. Ltd.**  
G-72, SIPCOT Road  
SIPCOT Industrial park  
Vadagal B Village, Sriperumbudur TK  
Kancheepuram Dist - 602105,

On arrival, please contact Mr. Raghuraman J- 9176618853

Thanking you,  
**For Arcelormittal Neel Tailored Blanks Pvt. Ltd.**

  
**RAJIV SAHDEV**  
**GROUP CHRO**

Placement 2022 (2)

**Perkins India Private Limited**

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



Date: 05.05.2022

Mr. Parmeshwar Pawar,  
Plot No.3, New Hanuman Nagar,  
Garkheda Parisar,  
Dist. Aurangabad, Maharashtra.

Dear Parmeshwar,

Offer Letter

With reference to the discussion, we had with you, we are pleased to appoint you as **Trainee Team Member- Test Shop** at Perkins India Private Limited (the 'Company'), effective from 13.06.2022.

The Terms and Conditions relating to Employment, Wages, and other Allowances applicable to your Grade are detailed in the Annexure.

You will have to undergo prior to your appointment, a medical examination through our designated /suggested hospital for obtaining a 'Medical Fitness' certificate without which the Offer of employment shall not be valid.

Please accept our heartiest congratulations and we wish you all success as you begin your career as a full-time employee with the Company.

Please acknowledge receipt of this Offer by signing your acceptance to the terms and conditions as detailed herein.

Very truly yours,

Souman Biswas  
Head - Human Resources

Encl: Annexure

Company Identification Number: U29253TN2011PTC084853  
Registered Office: 7<sup>th</sup> Floor, International Tech Park, Taramani, Taramani Road, Chennai - 600 113, INDIA

**Perkins India Private Limited**

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



Annexure

TERMS AND CONDITIONS OF OFFER

**1. Commencement Date**

- 1.1 Your date of appointment will be effective from 13.06.2022
- 1.2 You will be designated as Trainee Team Member- Test Shop

**2. Salary and Benefits**

Salary and benefits are detailed hereunder. Your Annual Cost to Company is INR 267609/- subject to deduction of Tax at source.

- 2.1 Your monthly remuneration will be as per the salary structure mentioned in Annexure-A with this letter.
- 2.2 You will be eligible for other benefits such as Provident Fund, Bonus etc., strictly in accordance with the respective Statutes.
- 2.3 You will be entitled to Attendance Incentive as per company rule.
- 2.4 You will be eligible for the following benefits.
  - a. Two pairs of Uniform, One pair of safety shoes and Personal Protective Equipment's as per company policy
  - b. Canteen facility as per the rules of the Company
  - c. Clinical and hospitalization benefits for your spouse, dependent parents, and dependent children up to a maximum amount of INR 1,00,000 per annum as per the terms mentioned in the insurance policy.
  - d. Coverage under the Term Insurance for an amount of INR 1,00,000 as per the terms mentioned in the insurance policy.
  - e. You will avail the existing Bus facility for daily commuting to and fro to Factory. Pl. remember this is a facility extended and not a right.
  - f. You are eligible under the existing death relief assistance of company applicable from time to time, which is payable to the family in the event of unfortunate death, while in service of the Company. The payment can be made to the spouse/ children of the diseased employee.
  - g. You are eligible under other welfare measures provided by the Company from time to time.

**3. Leaves**

You will be entitled to Earned Leave and Sick Leave in accordance with the rules of the Company. Absence not covered, by leave sanctioned in writing, is unauthorized.

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Registered Office: 7<sup>th</sup> Floor, International Tech Park, Taramani, Taramani Road, Chennai – 600 113, INDIA

## Perkins India Private Limited

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



### 4. Place of work

- 4.1 Your initial employment location will be Aurangabad. However, your services are transferable to any place in the country or abroad or to any of the Company's associate or sister concern or its subsidiary, client location, at the sole discretion of the management.
- 4.2 Your services are also liable to be transferred from one department to the other and from one section to the other within the department. Further, your services are also liable to be transferred from one factory establishment to the other whether existing at the time of appointment or come into existence thereafter.
- 4.3 Deployment from one job to another or any assigned work is incidental to your employment.

### 5. Working Hours

The shift timings will be based on process / program requirement as and when explained by your supervisor.

### 6. Job Assignment/Reporting

In your assignment, you will be responsible for the duties assigned to you from time to time, as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

### 7. Probation, Confirmation & Termination

- 7.1 You will be on a probation for a period of 6 months from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed as means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- 7.2 During the probation period or the extended period of probation, you will be liable to be discharged from the Company's services at any time with 30 days prior notice and without assigning any reason. You also bound to provide the Company with 30 days' notice during which period you may have to work.
- 7.3 Upon confirmation of your services, you are liable to be terminated by the Company after providing you **Three months'** notice or payment of basic salary in lieu thereof. You shall also be bound to provide the Company with **Three months'** notice prior to resignation during which period you may have to work.
- 7.4 If the exigencies of work so require, the Company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the Company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.
- 7.4 The Company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:
  - a. You commit any breach of your duties and responsibilities.
  - b. You are guilty of any gross default or misconduct; and
  - c. You commit breach of any of the terms of clause 9 of this Offer.

A handwritten signature in black ink, appearing to be "Dr." followed by a stylized name.

Company Identification Number: U29253TN2011PTC084853  
Registered Office: 7<sup>th</sup> Floor, International Tech Park, Taramani, Taramani Road, Chennai - 600 113, INDIA

## Perkins India Private Limited

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



### 8. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you:

- a. Return to work within 3 days from the commencement of such absence, and
- b. Provide satisfactory explanation to management regarding such absence.

### 9. Non-Disclosure Agreement

During your employment with us you will have access to confidential/proprietary information about the Company, its clients, its business transactions, and associated companies. You shall not, during your course of Employment and two years after you have ceased to be in the employment of this Company, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during your employment shall always remain the property of this Company. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to the Company that you may have obtained during your employment.

You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by the Company.

Prior to joining the Company, you will ensure that you will be free from any contractual restrictions preventing you from accepting this Offer or starting work on the joining date.

### 10. Employment Regulations

Whilst employed with the Company:

- 10.1 You shall not, at any time during the currency of your employment within the Company, directly or indirectly without prior written consent of the Company, engage or interest yourself, whether for reward or gratuitously, in any work or business other than in respect of your duties to the Company.
- 10.2 You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- 10.3 You shall devote the whole of your time, knowledge, skill, and attention to the performance of your duties with the Company where you shall from time to time be employed on such days including, if the exigencies of the Company's business so require, on Sundays and Paid Holidays and at such hours as shall be required.
- 10.4 You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the

A handwritten signature in black ink, appearing to be "S. S.", is located in the bottom left corner of the page.

Company Identification Number: U29253TN2011PTC084853  
Registered Office: 7<sup>th</sup> Floor, International Tech Park, Taramani, Taramani Road, Chennai – 600 113, INDIA

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## Perkins India Private Limited

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to hereinabove.

- 10.5 You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with the Company.
- 10.6 During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment.
- 10.7 The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period.
- 10.8 This Offer letter is governed by and shall be construed in accordance with the laws of India, and both parties to this Offer letter shall submit to the exclusive jurisdiction of the Aurangabad jurisdiction. This Offer letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the Company. Any amendment or modification to this Offer letter shall be made in writing and signed by both the parties.
- 10.9 The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone.
- 10.10 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities.
- 10.11 You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all Company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the Company.
- 10.12 The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

### 11. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 58 years.

A handwritten signature in black ink, appearing to be "R. S.", is located in the bottom left corner of the page.

Company Identification Number: U29253TN2011PTC084853  
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Caterpillar: Confidential Yellow



## Perkins India Private Limited

G-1, Additional Shendra MIDC, Aurangabad  
Dist.- Aurangabad 431007,  
Maharashtra, India.



### 12. Date of Joining

You are required to join on or before Date: 13.06.2022, following which this offer stands withdrawn. At the time of joining please submit the following documents:

- a) Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (Two Copies)
- b) Original Academic Certificates (all from 10<sup>th</sup> to Highest)
- c) Original Resignation Letter with acknowledgement
- d) Relieving letter from previous employer (Original)
- e) Proof of compensation last drawn (3 Months - Original)
- f) Six passport size photographs (Recent)

### 13. Acceptance

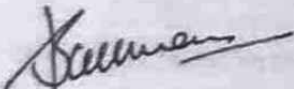
13.1 Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

13.2 If you fail to indicate your acceptance within a week from the date of the Offer letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the Company's policies as stated from time to time and standing order if any.

We look forward to your joining us for a long, successful, and mutually beneficial association

For PERKINS INDIA PRIVATE LIMITED,

  
Souman Biswas  
Head Human Resources

I agree to the terms and conditions of offer and in token of acceptance of the same, I affix my signature hereunder. I will be joining duty on \_\_\_\_\_

Signature: \_\_\_\_\_

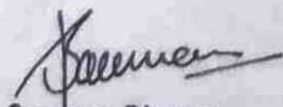
Name : \_\_\_\_\_

Date : \_\_\_\_\_

Company Identification Number: U29253TN2011PTC084853  
Registered Office: 7<sup>th</sup> Floor, International Tech Park, Taramani, Taramani Road, Chennai – 600 113, INDIA

| Annexure - A                              |   |                                 |
|---|---|---------------------------------|
| Total Compensation                        |   |                                 |
| Name                                      |   | Parmeshwar Pawar                |
| Designation & Department                  |   | Trainee Team Member - Test Shop |
| Fixed Salary Components                   |   | Amount (In INR)                 |
| 1   | Basic & DA                                | 10305                           |
| 2   | Conveyance Allowance                      | 1600                            |
| 3   | Education Allowance                       | 200                             |
| 4   | HRA                                       | 1031                            |
| 5   | Medical Allowance                         | 1250                            |
| 6   | Other Allowance                           | 3714                            |
| 7   | Washing Allowance                         | 400                             |
| <b>Total Monthly Payments</b>             |   | <b>18,500</b>                   |
| Annual Payment Components                 |   |                                 |
| 8   | Statutory Bonus/ Exgratia                 | 1400                            |
| 9   | Provident Fund (Employer Contr.)          | 1800                            |
| 10  | ESIC (Employer Contr.)                    | 601                             |
| <b>Total</b>                              |   | <b>3801</b>                     |
| <b>Total Monthly Payments</b>             |   | <b>22,301</b>                   |
| <b>Total Annual Cost to Company</b>       |   | <b>267609</b>                   |
| Employee Benefits (Indirect Compensation) |   |                                 |
| 11  | Group Hospitalisation (Self & Dependents) |                                 |
| 12  | Group Personal Accident Coverage (Self)   |                                 |
| 13  | Term Life Insurance Coverage (Self)       |                                 |

For PERKINS INDIA PRIVATE LIMITED,

  
**Souman Biswas**  
Head Human Resources



March 21, 2022

Dear SANTOSH MADAN

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Deputy Manager**, at Grade **M2** in our organization at **Aurangabad**.

Your annual compensation in terms of fixed cost to company will be **INR. 475,000/-**(Four Lakh Seventy Five Thousand Only). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

|                  |                            |
|------------------|----------------------------|
| Name             | SANTOSH MADAN              |
| Designation      | Deputy Manager             |
| Role             | Relationship Manager - AHF |
| Function         |                            |
| State            | Maharashtra                |
| With effect from | 16-May-22                  |

| Compensation Structure     |                      |       |        |           |   |
|----------------------------|----------------------|-------|--------|-----------|---|
|                            | Components           | P.M.  | P.A.   | Frequency | Remarks   |
| a. Basic                   | Basic Salary         | 0     | 0      | Monthly   | Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (If any)  |
| b. Housing                 | House Rent Allowance | 0     | 0      | Monthly   | Upto 50% of Basic Salary  |
| c. Allowances and Benefits | Fitness Allowance    | 1,000 | 12,000 | Monthly   | Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: <a href="#">Health to the power infinity</a>  |
| d. Insurances Premiums     | Mediclaim            |       | 7,080  | Annual    | This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years.<br><br>You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy.<br><br>Policy is renewed in April every year. Voluntary top-up and parents policies cover |

**Kotak Mahindra Bank Ltd.**

CIN: L65110MH1985PLC038137

Kotak Inifini, Building No. 21,  
Zone 4, 2nd Floor, Inifini Park,  
Off Western Express Highway,  
General AK Vaidya Marg,  
Malad (E), Mumbai 400097,  
Maharashtra, India.

T+91 22 66056825  
F+91 22 67259071  
[www.kotak.com](http://www.kotak.com)

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.





**UMASONS**  
AUTO COMPO PVT LTD

The organization places considerable importance on individual career growth and personal development. We expect you to perform with the highest level of dedication and sincerity at all times, in whichever position or function deemed fit for you by the Company.

You are required to produce a physical fitness certificate from a doctor / hospital assigned by the company at your own cost. You should also produce the certificate of screening test for HIV & HBSAG tests at the time of joining.

You are required to produce the original certificates for verification & attested Photostat copies of your original certificates supporting your age, qualification and experience. Please two passport size colored (recent-Not older than six months) photographs of yourself, upon joining, for the Company records.

We look forward to a long and mutually rewarding relationship that enhances the quality of services and professional work rendered at our company.

You are requested to sign the copy of this letter enclosed herewith, along with Appendix 1 and 2, and return the same as token of your acceptance of the above stated.

With warm regards,

Sincerely,  
For UMASONS AUTO COMPO PVT. LTD.

Authorized Signatory

Accepted by

Name: Ashay Thambur

Date: 09/05/2012

Encl.: as above

Page 2 of 10



VARSHA

VARSHA FORGINGS PVT. LTD.

CIN-U28910PN1988PLC048629

Ref. : VFPL / Probation / 1536  
Date: 20<sup>th</sup> Oct 2021

To,  
**Mr. Vivekanand Vinayak Chavan**  
Plot No.241, Gut No. 134,  
Bharat Mata Colony  
Naiknagar Devlai Parisar,  
Aurangabad.

**Sub: Appointment for the post of Sr. Engineer**

We are pleased to inform you that, you will be taken as '**Sr. Engineer – Maintenance (Machine Shop)**' w.e.f. 18<sup>th</sup> Oct 2021 on the following terms and conditions:

1. You are presently paid as follows:

|    |                              |                    |
|----|------------------------------|--------------------|
| a) | Basic Salary                 | 7072.00 PM         |
| b) | House Rent Allowance         | 2829.00 PM         |
| c) | Conveyance Allowance         | 2652.00 PM         |
| d) | Education Allowance          | 2652.00 PM         |
| e) | Medical Allowance            | 2475.00 PM         |
| f) | PF 13.01%                    | 920.00 PM          |
|    | ESIC 3.25%                   | 575.00 PM          |
| g) | Bonus 8.33%                  | 589.00 PM          |
| h) | Gratuity Provision           | 342.00 PM          |
|    | <b>Total CTC (Per Month)</b> | <b>20106.00 PM</b> |

The above salary is subject to statutory deduction amount of employees share.

2. You will presently base at Waluj, Aurangabad Office. However, the management reserves the right to transfer you from one department to another department or to any of our group offices / factories in India.
3. You will be on Probation for a period of six month w.e.f 18<sup>th</sup> Oct 2021 to 18<sup>th</sup> April 2022 during which your services may be terminated without notice or assigning any reason thereof.

Aurangabad Works : Plot No B-7, MIDC Waluj, Aurangabad, Maharashtra - 431136, India  
Tel.: +91 240 6617 204 / 205 / 215 / 219, Fax : +91 240 2554916

Pune Works : Guf No 161 Mouje-Markal, Taluka-Khed, Dist. Pune - 415105  
Tel.: +91 2135 601000 / 1007

Corporate Office : 294, Sindh Society, Aundh, Pune, Maharashtra - 411007, India.  
E-mail: marketing@varshaforgings.com. Website: www.varshaforgings.com

ISO/TS 16949  
BUREAU VERITAS  
Certification




4. During probation your behavior, conduct, punctuality, works performance etc. will be reviewed and confirmed in written only by the management. In case your services are not confirmed in writing, you shall continue to remain on probation.
5. After confirmation, the management reserves the right to terminate your service at any time by giving one month notice or salary in lieu of notice. Similarly, you may resign from the services of the company by giving one month's notice in writing or salary in lieu of notice.
6. You will be entitled to the benefits of Leave, Provident Fund, ESIC, Gratuity and Bonus as per rules / laws as may be in force from time to time.
7. During the period of service you shall in all respects be bound by the rules of the company for regulating the service conditions of the employees. You will be governed by the certified standing orders of the company.
8. You shall not at any time disclose or divulge to anybody, any secretes or information relating to the company or the associate concerns, which might become known to you in the course of your services or otherwise.
9. You will dedicate full time to the work of the company and will not work or undertake any direct / indirect business or work honorary or remunerator, except with the prior permission of the management in each case.
10. Your appointment is subjected to being found medically fit and verification of all your documents and particulars furnished (i.e. Education Certificates, Experience Certificates and last salary drawn pay slip) to the Company by you with reference to the original documents and they being correct. The medical examination will be arranged by the company if required.
11. **OTHER TERMS AND CONDITIONS:**
  - a. It is a condition of your employment with the company that you shall retire from the service of the company on attaining the age of 58 years without any notice whatsoever from the company in this behalf. Your date of Birth as per the company's record is 11<sup>th</sup> April 1994.
  - b. In case of any change in your address during the course of employment it is binding on you to intimate the management in writing within three days from the date of such change and to get the change recorded with the management for the purpose of communication. Unless such change of address is intimated to the management and recorded with, it will be deemed that all communication sent to you by the management at your last given address have been received by you.
  - c. It is agreed that it shall be open to the company from time to time to add / modify or abrogate any remuneration extended to you on review of the company's

functioning, finance and prospects and you shall be bound by the company's decision in this behalf.

- d. It is understood that all the rules and regulations of the company that are in force at present or may be introduced from time to time shall binding on you during the period of your employment in the company.

We welcome you to our organization.

For Varsha Forgings Pvt Limited,

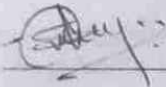


Authorized Signatory.

---

I have read and understood the terms and conditions mentioned above and I accept the same without any condition. I remain thankful to the Company and I will try my level best to the assignment.

Signature :



Name : **Mr. Vivekanand Vinayak Chavan**

Date : 21/10/21



Date: 9<sup>th</sup> June 2021

To,  
Mr. Bhagwat Babasaheb Magar  
Mobile: 9823896394  
Email ID: bhagwatmagar4612@gmail.com  
Ref: Interview held on 8<sup>th</sup> June 2021

Dear Mr. Bhagwat Babasaheb Magar,

### OFFER LETTER

It is our pleasure to extend the following offer of employment to you on behalf of 8848 Digital LLP, further to the interview and discussions you have had with us on 9<sup>th</sup> June 2021. You are expected to join duty on or before 21<sup>st</sup> June 2021.

You shall be appointed to the position of **Software Tester** and in this capacity, you will report directly to concerned HR representative on the date of joining. As a Software Tester, your starting monthly remuneration will be Rs. 37,500/- (Rupees Thirty Seven Thousand Five Hundred only). The details of your remuneration are mentioned in the Annexure A.

You will be on probation for duration of three Months. Post probation you shall be confirmed on the basis of your performance and deliverables.

We reserve the rights to terminate the offer within 7 days during probation and a notice of 15 days after confirmation in case of dissatisfactory performance. On application for resignation a notice period of 60 days will have to be served, failure to which 8848 Digital LLP reserves the right to deduct payments up to 60 days.

Your working hours start from 10.30 AM to 7.30 PM with one hour break a day and you are scheduled to work through Monday to Saturday, for 9 hours a day.

After successful completion of the probation and review thereof, you will be entitled to other allowances and benefits whatsoever as per policies of the organization. Regular performance reviews will be done to assess your suitability. You shall receive your payments on or before the 12<sup>th</sup> of every month.

**You will need to submit the following documents on the date of joining:**

- Experience Letter of your last job
- Salary Slip of last three months with correspondence Bank Statement receipts
- PAN Card (Self Signed)
- 4 Passport Size Photos
- Electricity Bill/MTNL Telephone Bill/Water Bill/Light Bill
- Aadhaar Card, if so
- Education Qualification Documents

8848 Digital LLP  
515, Rupa Solitaire, Millennium Business Park, Mahape, Navi Mumbai - 400710  
Tel: (022) - 27783081

ANNEXURE A

| Compensation Components | Per Annum (Rs) | Per Month (Rs) |
|-------------------------|----------------|----------------|
| Basic                   | 3,28,467       | 27,372         |
| HRA                     | 32,847         | 2,737          |
| Medical                 | 12,000         | 1,000          |
| Special Allowance       | 76,686         | 6,391          |
| Total                   | 4,50,000       | 37,500         |

*Your remuneration and perquisites are strictly confidential and should not be disclosed to any of your colleagues or other employees. Disclosure of this information would be treated as criminal breach of trust and act of conspiracy against the interest of the Company.*

Human Resource Team,  
8848 Digital LLP  
515, Rupa Solitaire,  
Millennium Business Park,  
Mahape, Navi Mumbai 400710.  
Phone: 022-27783081

\_\_\_\_\_  
(Bhagwat Babasaheb Magar)

Date:



## Letter of Offer

15 Aug 2021

To,  
Mr. Ganesh Wankhede  
Aurangabad 431001.

**Subject: Offer Letter**

Dear,

We are pleased to offer you the position of *Design/Assembly Engineer* in our GBB Industries based at Karodi MIDC, Waluj Aurangabad 431002 (India)

### 1. **Monthly Gross Salary**

You will be paid a monthly gross salary of Rs.10,000 (Rupees Ten Thousand Only) per Month for 9 Hours.

### 2. **Deductions**

- PF 12% On Basic Salary
- ESIC 0.75% On Gross Salary.
- Professional Tax 200/Month.

### 3. **Date of Appointment**

You will join on Duty From 16 Aug 2021.

### 4. **Job Location**

- GBB Industries Karodi Bombay Highway MIDC, Waluj Aurangabad 431002

### 5. **Working Hours**

1. Your Working hours will be 9:00 AM to 9:00 PM Hours in General Shift (30 Min Lunch Time will be deductible)
2. You will be get Overtime for additional work over duty.

### 6. **Leave & Weekly Off**

- Weekly off on Friday
- Any Leave taken will be deductible.

### 7. **Salary Increase**

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

Plot No. 128, Karodi, Bombay Highway, Near Hotel  
Sri Rajmata, MIDC, Waluj, Aurangabad-431002  
Email: ganesh.wankhede@gbbindustries.com /  
ganesh.wankhede@gbbindustries.com  
Mobile: 985711555 / 9823097212

Scanned with CamScanner

# GBB INDUSTRIES

Gut No.128, Karodi Mumbai Highway, MIDC Waluj,  
Aurangabad 431002.



## Salary slip for the Month - APR/2022

Name : Ganesh Uttamrao Wankhede  
Designation : VMC Programmer Code / Card : 189  
Department : Karodi Plant  
Bank Name : Bank Of Baroda UAN No. : 101668738952  
Account No. : 41288100001629 ESI No. : 2504123987  
PAN No. :  
Date Of Joining : 15.02.2021

Month : 30.00 Payable Days : 29.00 WO : 4.00 Leave Days : 0.00  
Present Days : 29.00 Absent Days : 1.00 OD : 0.00 Work Hr. : 255.56

| Earnings               |                 | Deductions               |                |
|------------------------|-----------------|--------------------------|----------------|
| Earning Heads          | Amount          | Deduction Heads          | Amount         |
| Basic                  | 10,200.00       | PF                       | 1,224.00       |
| HRA                    | 2,550.00        | PT                       | 200.00         |
| Conveyance Allowance   | 2,550.00        | Insurance                | 174.00         |
| Education Allowance    | 1,700.00        | TDS                      | 0.00           |
| Over Time              | 5,574.00        |                          |                |
| Attendance Bonus       | 680.00          |                          |                |
| <b>Total Earning *</b> | <b>23254.00</b> | <b>Total Deduction *</b> | <b>1598.00</b> |

Amount in Word : Twenty One Thousand Six Hundred Fifty Six Only Net Paid \* 21656.00

N.B.: This is a computer generated document and needs no signature

**JBM GROUP**

Corporate Office  
Plot No. 9 - Bhubaneswar Area  
Sector 44 - Cuttack - 751003 (O.R.)  
T. : 011-324-4674150 - 4674150  
F. : 011-324-4674150  
W. : www.jbmgroup.com



2<sup>nd</sup> December 2021

**Mr. Nilesh Janardhan Ghaywat**  
At. Pangavhan Post, Khandala,  
TQ. Valjapur, Dist. Aurangabad,  
Maharashtra 431 116.

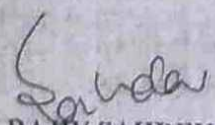
Dear Mr. Nilesh Janardhan Ghaywat,

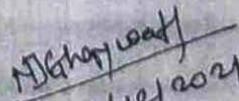
1. With reference to your application and subsequent interview you had with us, we are pleased to offer you a position as GET in our organization on the terms & conditions mutually discussed and agreed to.
2. Please note that the regular letter of appointment stipulating detailed terms and conditions of your appointment will be issued to you after your joining duties with us.
3. By accepting this letter you accept, to serve the company for One year which includes training period and that you will sign a bond to that effect at the time of joining thereof.
4. However, in the meantime, you are required to undergo and clear a medical check-up at a medical Centre approved by the Company.
5. Also, please arrange to submit the following documents to the personnel department of the Company before joining duties:
  - Passport size photograph - 5 Nos.
  - Proof of Date of Birth.
  - Attested copies of Educational Certificates.
  - Pan Card
  - Aadhar Card
  - Cancelled Cheque
6. This offer is valid till **08.12.2021** Therefore, you are required to join your duties on this date at the address mentioned below:

**Neel Metal Products Ltd**  
92/1, Shivarapattana Village  
Maluru Taluk, Narasaour,  
Kolar, Karnataka-560001

On arrival, please contact Mr. Bishnu Mohan Adhikari- 7830334477

Thanking you,  
For Neel Metal Products Ltd

  
RAJIV SAHDEV  
GROUP CHRO

  
03/12/2021



23-Nov-2021

Dear Dheeraj Shankar Narote,  
B.E., Mechanical  
Aurangabad College of Engineering, Aurangabad

Candidate ID – 18981107

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

January 10, 2022

HRD/3T/1002305313/21-22

Mr. Hemant Ashok Gandhi  
64' Peshve Nagar,  
Satara Parisar  
Aurangabad-431010  
India

Ph: +91-8999316920

Dear Hemant,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO****EVP and Head Human Resources - Infosys Limited**

Certification signature by Richard Lobo  
\*richard\_lobo@infosys.com\* Validity Unknown  
Digitally signed by Richard Lobo  
Date: 2022.01.10 20:22:49 IST  
Reason: Digitally Signed  
Location: Bangalore

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

September 24, 2021

HRD/3T/1000530298/21-22

Ms. Dipali Subhash Raut  
 Plot No.40, Shri Sai Nagar, Bahadura  
 Umred Road, Nagpur  
 Nagpur-441204  
 India

Ph: +91-9172108487

Dear Dipali,

Welcome to Infosys!

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

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

Warm regards,

**RICHARD LOBO**  
 EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo  
 richard\_lobo@infosys.com Validity Unknown  
  
 Digitally signed by Richard Lobo  
 Date: 2021.09.24 20:40:41 IST  
 Reason: Digitally Signed  
 Location: Bangalore

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



January 8, 2022

HRD/3T/1003321538/21-22

Mr. Akash Zade  
 Rm-94 Block No-6 Bajaj Nagar  
 Aurangabad  
 Auragabad-431136  
 India

Ph: +91-9146352569

Dear Akash,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
 EVP and Head Human Resources - Infosys Limited

Certification signature by Richard Lobo  
 richard\_lobo@infosys.com, validity unknown  
 Digitally signed by Richard Lobo  
 Date: 2022.01.08 23:08:22 IST  
 Reason: Digitally Signed  
 Location: Bangalore

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

HRD/3T/1002900526/21-22

Mr. Aashish Sonawane  
P-363 Balaji Nagar  
Near Mondha Naka  
Aurangabad-431001  
India

Ph: +91-7620181028

Dear Aashish,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**

**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.01.07 12:01:34 IST  
Reason: Digitally Signed  
Location: Bangalore

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

02.08.2021

To,  
**Mr. Gaurav Labde**  
Mumbai

**Provisional Offer of Employment**

Dear Gaurav Labde,

We welcome you to join our organization as **CSE** on the following terms and conditions:

1. Your employment will be valid for a period from **2<sup>nd</sup> Aug 2021 till 31<sup>st</sup> Jul 2022** and will end on expiry of the said period, unless it is specifically extended in writing. Notwithstanding this, in the event that 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 fore mentioned.

Project/work.

At the end of the above referred period, the contract will stand terminated automatically without any Notice or communication to you, unless they are explicitly extended by a letter in writing.

2. During the above-mentioned period, your services will be deputed to **Philips India Ltd, through their managed services program, Randstad India Pvt Ltd** to do work pertaining to incidental to their business, at any of their locations within India.
3. A valid photo ID proof has to be made available within 7 days of issue of this letter and complete Joining Formality at the nearest Randstad India office. In case you fail to do so, your employment stands Discontinued.
4. Your Monthly CTC will be as per annexure 1.

Please note that this is only a provisional offer of employment for a fixed term and is not to be construed as an appointment letter. An appointment letter would be issued to you on your acceptance of the provisional offer and subject to clause 3 above.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional letter. A detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty. Wishing you the very best.

Mr. MADHAV ANANDRAO KANOLE  
AT JIGLA POST TALNI  
TAL- BILOLI,  
DIST- NANDED

Subject: Letter of Appointment

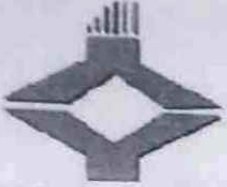
Dear Mr. MADHAV ANANDRAO KANOLE

This is in context with your application & subsequent interview with you us, we hereby appoint you in our organization with effect from July 5, 2021.

As conveyed, a formal letter of appointment, containing your salary details and other terms & conditions pertaining to your employment in our company as "Junior Engineer - IPQ - Stamping" w.e.f July 5, 2021. are attached herewith.

1. You will be initially posted at Renata Precision Components Pvt. Ltd., Unit - 2 : Gat No. 754, A/P Karandi, Tal - Shirur, Dist - Pune. Pin - 412 208 India, however you may be posted/transferred in any shift, department, division, factory of the company anywhere in India from time to time as the company deems fit.
2. You will be entitled to salary, perks and benefits as detailed out in attached Annexure - I.
3. You will be on probation for a period of twelve (12) months. The management can extend the probation period in case your performance during your probation period is found to be unsatisfactory.
4. You will be treated confirmed employee for this post if you are not intimated for extension of your probation period in writing by the company. Your confirmation in appointment will be subject to your satisfactory performance during the period of probation.
5. This appointment may be terminated by giving one (01) month notice or pay in lieu thereof. Similarly, in case you resign, you will have to give one (01) month notice period or pay in lieu thereof. However, during the notice period from your side, you must attend the office on regular basis.
6. During your probation period you will be entitled for maximum nine (09) Sick/Casual leave only. During the probation, leave will be accrued at the rate of zero point seventy five (0.75) leave per month. Leaves will be sanctioned as per company leave policy.
7. Upon termination of your employment you shall return to the company all documents and other articles and / or copies thereof belonging to the company, which may be in your possession while in our service.
8. Although your normal work will consist of the duties assigned to you in the capacity as shown above, you may at any time be called upon to discharge any other duties which in the opinion of the company are within your capacity to discharge and you shall forthwith undertake to discharge such duties with diligence and care.

RENATA PRECISION COMPONENTS PVT. LTD.  
Unit 2, Gat No. 754, A/P Karandi, Tal - Shirur,  
Dist - Pune, Pin Code - 412 208.  
Tel : +91 20 66114920 | Fax : +91 20 661 14921  
www.renata.co.in E-mail : contact@renata.co.in  
CIN : U 29299 PN 2006 PTC 128359



# YESHSHREE PRESS COMPS PRIVATE LIMITED

CIN : U29290MH1997PTC109847

Add. : B-41/42, MIDC Area, Waluj, Aurangabad - 431136, Maharashtra, INDIA.  
Tel. : +91-240-2555910 Fax : +91-240-2554361  
E-mail : admin@yeshshree.com. Website : www.yeshshree.com

SO/TS16949 : 2009

20

REF:YPCPL/OFFER/301098

DATE : 30-Aug-2021

To,  
**Mr.Ashok Jotmal Chavan,**  
Radhakrushna Residency, Satara Parisar, Aurangabad,  
AURANGABAD 431001,  
Mobile : 9370067023,  
Email : ashokchavan94@gmail.com

**Subject : Offer Letter**

Dear Mr.Ashok,

This is with reference to your application and subsequent interview you had with us, we have pleasure to offer you an appointment for the position of **Engineer - Quality** (Grade,O-2) at our **Unit-4**, Probation for Six month at the gross emoluments as discussed and agreed.

The detailed terms & conditions governing your appointment will be given in the appointment letter, which will be released on your joining the company.

You are advised to join us as early as possible but latest by **02 Jan 2020** along with the following documents:

1. Proof of age -(Driving License, Pan Card, Aadhar Card, TC)
2. Photo ID- (Driving License, Pan Card, Aadhar Card)
3. Academic Certificates (10 th class onwards)
4. 3 Photographs (Passport Size)
5. Relieving Letter from the previous employer (if it is not your first employment)
6. Experience Certificates of all the previous employers (if it is not your first employment)
7. Proof of Salary (Salary slip/ Certificate of salary last drawn with break-up along with Form-16 to validate the last salary drawn)
8. Doctor Fitness Certificate
9. HDFC Bank Account Number:- we are transferring salaries to HDFC Bank only.

Please note that all information submitted by you shall be correct. Any incorrect information furnished by you may lead to cancellation of Offer Letter and the subsequently release of appointment letter. You are requested to report at **Unit-4 Office** for joining formalities & further allocation of responsibilities.

Please sign the duplicate copy of this letter as a token of acceptance and return to us for records.

Welcome to our organization.

With best wishes.

M/s. Yeshshree Press Comps Pvt. Ltd.

\*This is system generated document, signature is not required\*



Nobel Hygiene  
30-Sep-2021

To,  
Mr. Ashish Bachchalal Yadav,  
Flat no-302,B-9,Shubh Labh Enclave, Gut No-38,Paithan Road,  
Nakshatrawadi, Aurangabad, Maharashtra-431001

Sub: Letter of Appointment

Dear Mr. Ashish,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in Nobel Hygiene Pvt. Ltd. hereafter referred as 'Company' or 'Organization' under the following terms & conditions w.e.f 30-Sep-2021 and your employment code shall be C1839.

I. DESIGNATION & PLACEMENT

- a) You are designated as 'Mechanical Engineer' in Engineering department and your grade is E3.
- b) Your place of appointment would be Mumbai and you would be deputed at 'Halol' location.
- c) However, it is expressly understood that your services are transferable to any of our establishments in India, at the sole discretion of the Management.

II. DATE OF JOINING

Your date of joining at Nobel Hygiene Pvt. Ltd. is 30-Sep-2021.

III. EMPLOYMENT DETAILS

- a) You will be on probation period for six months from date of joining.
- b) If found necessary, the probation may be extended by a period of three months at the sole discretion of the management.
- c) On successful completion of your probation, your service will be confirmed in writing by the Company.
- d) During the period of probation, your attitude, grasp of product knowledge, territory coverage and output, discipline and adoption of work norms besides other parameters shall be evaluated through structured periodical appraisal system. The Management reserves the rights to discontinue your services during probation period if your performance is not found to be satisfactory. This shall be done as per other provisions of this appointment letter.
- e) Your appointment is based on the information furnished by you. If it is found at any time that you have misrepresented, concealed or given any wrong information about your candidature at the time of your appointment, your services can be terminated without any notice or compensation.
- f) Your services are liable to be transferred or loaned or assigned with/without transfer, wholly or partially, from one locations/H.Q. to anywhere in India or abroad or any other concerned where this Company has any interest. In such cases, you will abide by responsibilities

Nobel Hygiene Pvt. Ltd.

AN ISO 9001:2015 & ISO 14001:2015 Certified Company

KP

Corporate office:  
6C-F, 5th floor, Rushabh Chambers Premises Co-Operative Society Ltd.,  
Off Makwana Road, Marol Anand (East), Mumbai - 400 059, India.  
Ph: +91 022 42121314  
E-mail: sales@nobelhygiene.com | www.nobelhygiene.com

Registered Office:  
A7D, MIDC Malegaon,  
Sinnar- 422 113, District Nashik,  
Maharashtra, India.

Factory Office:  
A7D, MIDC Malegaon,  
Sinnar- 422 113, District Nashik,  
Maharashtra, India.

2019 Passport



Nobel Hygiene



Employee Code : P1839

Employee Name : Ashish Yadav

Department : Engineering

Date Of Joining : 30th Sep 2021

Blood Group : A+

*Ashish Yadav*  
Authorized sign



**NRB  
BEARINGS**

**NRB BEARINGS LIMITED**  
C-40, MIDC, Industrial Area, Sakinaka  
Pune - 411 004  
T: (020) 864 6400  
M: 9820238438  
Registered Office: Durgam  
Chowki, Pune - 411 007

Ref.: NRB/HR/517  
17<sup>th</sup> July 2021

**CERTIFICATE**

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr Abhishek Subhash Boralkar** was working with us under **Apprenticeship Program** in our **LDM Department**, for the period from **24.12.2019 to 23.12.2020** he was drawing Stipend **Rs.15000/-** per month during this Training.

During this Period we find her/his studious & hardworking, we wish her/his all the success for future endeavors.

For NRB BEARINGS LIMITED

Authorized Signatory - HR





Date: 27/09/2021

TO WHOMSOEVER IT MAY CONCERN

Divya Shinde is currently working with MANOJ FIRE PROTECTION LLP as a Sales Coordinator w.e.f. 09/08/2021 at our Pune branch Head Office.

Thanking you,

For, Manoj Fire Protection LLP

  
Manager-HR  
Satish Aldar



KINETIC TAIGENE ELECTRICAL CO. PVT. LTD.  
Gat No. 436-A/2, Kanhe Takwe Road, At Post Takwe (BK),  
Taluka Maval, Dist. Pune - 412 106.



KT/HR/2021  
12.03.2021

Mr. Krushna Ganesh Rathi  
A/p: Bidkin,  
Tal: Palthan,  
Dist: Aurgabad  
MH 431105

Appointment as Trainee

Dear Mr. Rathi,

With reference to your application dated 12.03.2021 and subsequent interview you had with us, we are pleased to offer you services as " Trainee " in Maintenance dept in Grade T4 . for a period of Six Months from your date of joining i.e. 15.03.2021 and your service will automatically come to an end on 14.09.2021 without any notice..

Your remuneration will be as under -

|  |              |                    |
|--|--------------|--------------------|
| a) Basic salary                          | : Rs.        | 2700.00 pm         |
| b) House rent allowance                  | : Rs.        | 1080.00 pm         |
| c) Education allowance                   | : Rs.        | 300.00 pm          |
| d) Performance allowance                 | : Rs.        | 4296.00 pm         |
| e) Other allowance                       | : Rs.        | 550.00 pm          |
| f) Conveyance allowance                  | : Rs.        | 150.00 pm          |
| g) Incentive Allowance(in Lieu of Bonus) | : Rs.        | 1460.00 pm         |
| h) Transport Allowance                   | : Rs.        | 1000.00 pm         |
| <b>TOTAL</b>                             | <b>: Rs.</b> | <b>11536.00 pm</b> |
| Co's Contribution to PF                  | : Rs.        | 324.00 pm          |
| Bonus                                    | : Rs.        | 540.00 pm          |
| <b>TOTAL</b>                             | <b>: Rs.</b> | <b>12400.00 pm</b> |
| Incentive(Variable as per Plan)          | : Rs.        | 600.00 pm          |
| <b>TOTAL C.T.C</b>                       | <b>: Rs.</b> | <b>13000.00 pm</b> |

You will also be eligible for Provident fund as per statutory regulations & company policies. On completion of your service period, your appointment will get automatically terminated without any notice. This order does not bestow any right of employment upon you.

The Company's terms and conditions are explained in Annexure 1, which will form an integral part of this appointment letter. Kindly sign the duplicate copy of this letter as a taken of acceptance and return the same to us within 7 days of receipt; else this appointment letter stands cancelled automatically.

You will be required to handover to HR at the time of joining itself the following documents


1) Medical fitness Certificate from any MBBS doctor (2) Copies of certificate & testimonials pertaining to age and qualification (3) Recent identity size 3 color photo.

We welcome you and look forward to your active participation in the business growth of the Company.

Thanking you,

Yours faithfully,

For KINETIC TAIGENE ELECTRICAL CO.PVT.LTD.

  
AUTHORISED SIGNATORY

Regd. Office : G - 92, D - III Block, MIDC Chinchwad, Pune - 411 019.  
CIN. : U52334PN1998PTC012907





# VEDANT ENERGY SOLUTIONS LLP

*A One Stop Solution House*

I-2, Udyogpushpa Apartments, Plot No. 230, Ulkanagari, Aurangabad - 431001 (M.S)  
Contact : +91 9922994991- +91 7774037481 - +91 9923508946

## Appointment Letter

**Mr. Avinash Bharat Mugale**

Add.:- Flat no. 1 P.no. 52 Prachi residences,  
N-2 Cidco, Mukundwadi, Aurangabad.

Date:-01/07/2021

With reference to your application and subsequent meeting with us, we are pleased to

Offer you an appointment in our organization with the effect of 1st August 2021.

The Compensation Structure and Terms and Conditions of Appointment are enclosed.

We request you to confirm to us your acceptance by returning the signed duplicate copy

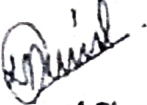
Of this letter.

We welcome you to Vedant Energy Solutions LLP, and look forward to a long and mutually beneficial association.

Thanking you,

Yours truly,

**For Vedant Energy Solutions LLP.**

  
Authorized Signatory

VEDANT ENERGY SOLUTIONS LLP  
AURANGABAD

KT/HR/2021  
11.03.2021

Mr. Subhash Hanmantrao Yannalwar  
A/p: Khanapur,  
Tal : Degloor,  
Dist : Nanded  
MH 431717

### Appointment as Trainee

Dear Mr. Yannalwar,

With reference to your application dated 11.03.2021 and subsequent interview you had with us, we are pleased to offer you services as " Trainee " in Maintenance dept in Grade T4 , for a period of Six Months from your date of joining i.e. 15.03.2021 and your service will automatically come to an end on 14.09.2021 without any notice..

Your remuneration will be as under -

|  |                          |
|--|--------------------------|
| a) Basic salary                          | : Rs. 2700.00 pm         |
| b) House rent allowance                  | : Rs. 1080.00 pm         |
| c) Education allowance                   | : Rs. 300.00 pm          |
| d) Performance allowance                 | : Rs. 4296.00 pm         |
| e) Other allowance                       | : Rs. 550.00 pm          |
| f) Conveyance allowance                  | : Rs. 150.00 pm          |
| g) Incentive Allowance(in Lieu of Bonus) | : Rs. 1460.00 pm         |
| h) Transport Allowance                   | : Rs. 1000.00 pm         |
| <b>TOTAL</b>                             | <b>: Rs. 11536.00 pm</b> |
| Co's Contribution to PF                  | : Rs. 324.00 pm          |
| Bonus                                    | : Rs. 540.00 pm          |
| <b>TOTAL</b>                             | <b>: Rs. 12400.00 pm</b> |
| Incentive(Variable as per Plan)          | : Rs. 600.00 pm          |
| <b>TOTAL C.T.C</b>                       | <b>: Rs. 13000.00 pm</b> |

You will also be eligible for Provident fund as per statutory regulations & company policies. On completion of your service period, your appointment will get automatically terminated without any notice. This order does not bestow any right of employment upon you.

The Company's terms and conditions are explained in Annexure 1, which will form an integral part of this appointment letter. Kindly sign the duplicate copy of this letter as a taken of acceptance and return the same to us within 7 days of receipt; else this appointment letter stands cancelled automatically.

You will be required to handover to HR at the time of joining itself the following documents

1) Medical fitness Certificate from any MBBS doctor (2) Copies of certificate & testimonials pertaining to age and qualification (3) Recent identity size 3 color photo.

We welcome you and look forward to your active participation in the business growth of the Company.

Thanking you,

Yours faithfully,

For **KINETIC TAIGENE ELECTRICAL CO.PVT.LTD.**



**AUTHORISED SIGNATORY**

# OFFER OF EMPLOYMENT FOR A

## FIXED TERM

Dear Ms. **Vaishali Maruti Birajdar**

We welcome you to join our Organization as " **Process Executive** " on following terms and conditions:

- Your employment with **Randstad Technologies Private Limited** is effective from **28/06/2021** (tentative joining date). Your **CTC** per annum is **INR 250,008.00**.
- Your employment will be valid from **28/06/2021** , reviewing your performance, it will be extended further. This contract shall be

**Superset ID: 858291**

**Letter of Intent ("LOI")**

Dear SMITAL AKOLKAR,

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

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

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

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

Upon joining Capgemini,

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

HRD/2021-22/1001647941

June 15, 2021

Mr. Vishwambhar Ganeshrao Joshi  
Umang Homes, Ivy Estate.  
Wagholi  
Pune-412207  
India

Ph: (91) 8999653324

Dear Vishwambhar,

Welcome to Infosys!

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

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

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

Warm regards,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20229569225/Lucknow**  
**Date: 20/01/2022**

Mr. Ganesh Chhaganrao Deshmukh  
At Post Lohgaon Tq. & Dist. Hingoli,  
Near Hanuman Mandir,  
Hingoli-431705,  
Maharashtra.  
Tel# -

Dear Ganesh Chhaganrao Deshmukh,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20229569225**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



Dear **Daivshala Gorade**,

With reference to the Interviews you had with us, it gives us great pleasure to inform you that we have found you suitable for an opportunity with Wipro Limited. You shall be designated as a Associate under the WSM General Stream stream and will form a part of the **Career Band AA** in the organization.

Based on the feedback and Wipro Limited norms, your relevant experience has been taken as 0 months. Your Annual gross salary shall be **Indian Rupee 180000 per annum**.

The break-up of the gross salary and other benefits as per company policy are noted below. Please click on the link "Acceptance Link" to acknowledge the receipt of this email and its terms.

Offer Break up

| Component                 | Value  |
|---------------------------|--------|
| Basic                     | 72,000 |
| HRA                       | 36,000 |
| Employee Engagement Bonus | 16,800 |
| WBP                       | 33,889 |
| PF                        | 12,691 |
| Gratuity                  | 3,463  |
| ESIC                      | 5,157  |

[Click here to accept or decline this offer](#)

Your Location of Joining would be Pune.

Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 48 hours. You may communicate your decision to PALLAVI KOOKANI at [pallavi.kookani@wipro.com](mailto:pallavi.kookani@wipro.com). An offer containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation.

You would be required to join us on or before 2/8/2021 based on business requirement. We would intimate you of the exact date and schedule one month prior to actual date of joining.

Subsequent to receiving your confirmation we will keep in touch with you and provide you more details related to joining as and when necessary either through mail or letter.

Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 7 days from the issue of this Offer. An offer containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation. Please Note, The Offer shall elapse after the expiry of 7 days if not accepted online. Should you have any queries please get in touch with PALLAVI KOOKANI([pallavi.kookani@wipro.com](mailto:pallavi.kookani@wipro.com))

Your appointment is subject to the satisfactory verification of the documents and details above mentioned and/or any information furnished at the time of interview, in addition to fulfilling the eligibility criteria.

Further, please note that this conditional offer is subjected to the success of the Client Interview (if any).

Yours sincerely,

For Wipro Limited,  
PALLAVI KOOKANI

Corporate & Registered Office: 612/613, Palm Spring Centre  
Mind Space, New Link Road, Malad (W), Mumbai: 400 064  
Tel No.: +91-022-40549797, Fax No: 40549700  
www.promptpersonnel.com



To,  
**SWATI B GORADE,**

Date: 02-03-2022

**Subject: Offer Letter**

Dear **SWATI B GORADE,**

We have pleasure in informing you that you have been selected "Associate Engineer" at our Client Place "Tata Communications Transformation Service Ltd. Pune Maharashtra" Salary Offered to you is Rs.17795/-Monthly CTC. Your Salary Structure shall be as per Annexure A.

You should join duty on **05-03-2022** at **Tata Communications Transformation Service Ltd. Pune Maharashtra** Please note that if you fail to join on this date without prior intimation, the management reserves the right to cancel this offer letter. This employment is purely contract base with starting from **05-03-2022** for next One Year, your contract will be ended on **04-03-2023**, the same can be extended further based on tata com business requirement.

Based on company requirement a background Verification Check will be carried out within the first month from joining. Depending upon the result of the Background Verification Check your services with **Tata Communications Transformation Service Ltd. Pune Maharashtra** will continue. If the Background Verification Check result is found "Negative", your services will be terminated with immediate effect. You will be paid the salary for the days you have worked, but no notice period will be offered.

Your employment may be terminated by the company either by giving 30 days of written notice or salary in lieu of notices without assigning any reason whatsoever. Similarly, you may also terminate the service by giving One Month written notice or by depositing or adjusting your 30 Days Basic salary in lieu of notice. Other all Term & conditions of employment will be mentioned in Your Appointment letter.

We expect you to contribute towards the long-term growth of the company.

**Following Documents will be required Before your joining date**

1. Resume copy
2. Latest passport size photographs.
3. LD Proof (Driving License or Passport or Election ID)
4. Residence proof (Ration Card or Sale/Lease Agreement Copy or Passport or Driving License)
5. Copies of Educational Certificates/Mark Sheets. (10<sup>th</sup>, 12<sup>th</sup>, Final Year)
6. Copy of previous Employment Certificates i.e. (Work Experience letter or Relieving letter, Salary Slip if any)
7. Cancelled Cheque/ Passbook of your savings bank account.
8. Pan Card & Aadhaar Card (Mandatory)
9. Joining Kit Forms (Form 11, Form 2, Form-1 and Prompt Joining Form)

For, **PROMPT PERSONNEL PVT.LTD**



**Authorized Signatory**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219137508/Lucknow**  
**Date: 16/12/2021**

Mr. Avinash Sanjay Jadhav  
Plot No.: 26p.Sr. No. 262,  
Chikalhana,  
Aurangabad-431007,  
Maharashtra.  
Tel# 91-8830821881

Dear Avinash Sanjay Jadhav,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20219137508**

1



## **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 based on your own ongoing individual performance.

### **Quarterly Variable Allowance**

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

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

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

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

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

TCS Confidential

TCSL/DT20219137508

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 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



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 recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve





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 TCSL as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of TCSL.

### **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. 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**



- 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**

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Avinash Sanjay Jadhav</b>                                 |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b>                     |
| <b>Institute Name</b> | <b>Dr Babasaheb Ambedkar Technological University Lonere</b> |

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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





## Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Glaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                           |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |   |



## **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/DT20218398992/Pune**  
**Date: 02/11/2021**

Mr. Shubham Omprakash Lachuriye  
Osmanpura Peer Bazar Aurangabad Near Kranti Chowk,  
Osmanpura Peer Bazar Aurangabad,  
Aurangabad-431005,  
Maharashtra.  
Tel# 91-7758052635

Dear Shubham Omprakash Lachuriye,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be assigned a role in the **Infrastructure Services (IS)** Unit, which is subject to change as per the business requirements of TCSL.

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

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

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

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**TCSL/DT20218398992**

1

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

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

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

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





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.

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**5**

**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](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **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 Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)





- 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**

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Shubham Omprakash Lachuriye</b>       |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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)

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



## Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Glaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                           |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>   |   |



## **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.

Our Ref: C719623

## Personal & Confidential

Date: Friday, 10 June 2022

## Offer of Employment

Dear **Pallavi Ganesh Paikrao**,

With reference to the discussions had we are pleased to make an offer to you as a **Embedded Software Engineer (Band B)** with the details of the offer given below. This offer is subject to your acceptance of the enclosed terms and conditions.

**Total Compensation: INR 450,000/- per annum**

**Employment Type:**Regular

**Start Date:** Wednesday, 13 July 2022

**Place of work:** Pune

**Address:** 79, 1, Mundhwa Rd, Fatima Nagar, Pingale Wasti, Koregaon Park Annexe, Mundhwa, Pune, Maharashtra

We welcome you to the Cyient family and look forward to a mutually beneficial and purposeful association. Should you need some clarification, please contact **Penchalababu Magham** from Talent Acquisition team at **Penchalababu.Magham@cyient.com**.

Please indicate the acceptance of the offer by 11 June 2022

We will initiate the pre on-boarding processes and provide you any additional requirements for on boarding separately.

Compensation structure of **Pallavi Ganesh Paikrao, Embedded Software Engineer (Band B)**

## **Monthly components and amounts**

Basic Pay = INR ₹15,000.00/- per month

H.R.A = INR ₹13,448.00/- per month

Advance Bonus\* = INR ₹2,600.00/- per month

Bouquet of Benefits\*\* = INR ₹3,930.00/- per month

**Gross Monthly Salary = INR 34,978/- per month**

Company's contribution to PF(12% of Basic)= INR ₹1,800.00/- per month

Gratuity(@ 15 days Basic, on completion of 5 yrs)= INR ₹722.00/- per month

**Cost to Company\*\*\* : INR 450,000/- per annum**

\* Advance bonus is an advance payment towards statutory bonus payable under Payment of Bonus Act. At the end of the relevant FY once the bonus is declared by the company the pay-out will be adjusted towards Statutory bonus payable.

\*\* *BoB (Bouquet of Benefits) is a basket of allowances which you can choose from and any balance amount not claimed under any allowance is paid as Balance of BoB in the monthly salary .This will include an option for joining the company superannuation scheme by assigning some part of the BoB towards the company contribution towards superannuation inclusive of Special Allowance. On joining you can select allowance components as per the eligibility online. Tax exemption can be availed subject to prescribed rules under the IT act.*

\*\*\* *The company reserves the right to alter the salary structure and make changes in the overall CTC to accommodate any changes in the regulatory provisions or company policies.*

For Cyient Ltd

Talent Acquisition Team

Note: This is a system generated letter hence no signature is required.

Internal Reference: JR-030024

## List of documents to be carried for on-boarding formalities:

Please submit the below mentioned documents for verification on your date of joining.

- Previous Service Credentials(As applicable)
- Relieving Letter/Resignation Acceptance Letter
- Fitness certificate obtained from a registered medical practitioner
- Universal Account Number (UAN)

You are required to submit UAN from the Employee Provident Fund Organization (EPFO).

If you are not having UAN, you may generate the UAN through EPFO Portal.

Refer UAN generation process link, provided in the joining formalities form.

Other Details: Reporting Date & Time: Wednesday, 13 July 2022 & 9 AM

Venue: Pune

Contact Person: Phani Kumar Daivam / Prathibha Kumari

Email ID: HR.Operations@cyient.com

## Terms & Conditions

### 1. Compensation

As detailed in the above page.

### 2. Term

This Offer Letter shall be valid and binding between you and the Company from the date of execution hereof, unless terminated in accordance with the provisions of this Offer letter.

### 3. Probation

You will be on probation for a period of hundred and eighty (180) calendar days from the effective start date of your employment with the company. Company up on its sole discretion, at any time may extend the probation for an additional period of ninety (90) calendar days with appropriate notification to you. In case, if the probation period is already mentioned above, please ignore the condition (3) in T&C. Please note that this probation clause is applicable for Band G and below associates only.

### 4. Acceptance of Employment.

Your designation and title information are descriptive and not intended to limit your duties or functions or guarantee you a certain job. Your duties and functions may be modified at the discretion of the Company from time to time. You hereby accept such employment, to the exclusion of all other employments and engagements, on the terms, conditions and stipulations contained herein.

### 5. Transfer & Deputation

Your services can be transferred to other departments, locations, subsidiaries, sister companies or deputed to any client's site, within or outside India based on the requirements of the organization or exigencies of work from time to time. Disobedience of such orders of the Company will be construed as misconduct and may lead to punitive action.

## **6. Compliance with the Company's Policy and Procedures**

You understand, agree, acknowledge and undertake that you will be subject to, and you agree to comply with, all applicable Company's policies and procedures, whether in existence or as may be formulated, revised and amended from time to time.

## **7. Applicability of changes in the general terms and conditions of employment and policies made by the company subsequently**

Company reserves the right to amend certain terms and conditions of employment and /or policies from time to time to cope with the changing business needs and environment which shall be communicated appropriately. Unless given specific exemption, you shall be bound by these amended terms and conditions automatically.

## **8. Exclusivity / Undertaking by the Employee**

You will perform and discharge all duties and functions assigned by the Company in a faithful, competent and professional manner. You undertake to refer to the Company, and to the best of your abilities, ensure a mandate to the Company for all business opportunities known to you or made known to you at any time, with respect to the Business being carried on or proposed to be carried on by the Company.

## **9. Disclosure of the Employee**

You shall immediately make full and true disclosure in writing to the Company of:

- 9.1. any direct or indirect interest or benefit you have derived or are likely to derive through or in connection with any contractual arrangements, dealings, transactions or affairs of the Company and/or any transactions which are likely to be detrimental to the Company;
- 9.2. any and all business interests that are similar to or in conflict with the Business;
- 9.3. any intellectual property developed, created or owned by you and proposed to be used by you during the course of your employment with the Company; and
- 9.4. any outstanding payment such as royalty or fees or any other benefit due to you for any intellectual property mentioned in Clause 9.3..

## **10. Representation and Warranties of the Employee**

10.1. You represent that to the best of your knowledge, you have no commitments to former employers or other entities which would restrict you from joining the Company. You represent and warrant that you have not taken or otherwise misappropriated and do not have in your possession or control any confidential and proprietary information belonging to any of your prior employers or connected with or derived from your services to prior employers. You represent and warrant that you have returned to all prior employers any and all such confidential and proprietary information and shall not use or cause the use of such confidential or proprietary information in any manner whatsoever in connection with your employment with the Company. You shall indemnify and hold harmless the Company from any and all claims arising from any breach of the representations and warranties in Clause 10.

10.2. You have furnished to the Company the documents of qualification and have made various other representations based on which the Company has employed you. You represent that all

documents furnished to the Company and all facts disclosed are true and accurate. You further represent that in addition to the disclosures made by you pursuant to Clause 9 herein above, you have disclosed all material and relevant information which may either affect your employment with the Company currently or in the future or may be in conflict with the terms of your employment with the Company, either directly or indirectly.

10.3 You represent and warrant that if it is found subsequent to your appointment that any information that you submitted is inaccurate or incomplete or that you have wilfully suppressed material information, you shall be deemed to have

committed a fraud on the Company and the Company reserves the right to terminate your appointment forthwith, notwithstanding anything to the contrary, and without prejudice to any other remedy available to the Company.

10.4. You represent that the execution and delivery of this Offer Letter by you and promises, covenants or undertakings given by you under this Offer Letter do not violate any law, rule, regulation or order applicable to you or violate or contravene the provisions of or constitute a default under any documents, contracts, agreements or any other instruments to which you are a party or which is applicable to you or which relates to your prior engagements or prior employers.

## **11. Contact information**

You will keep the company informed of your postal address, telephone number, fax, email or any other means for communication including changes that may occur during the period of your employment. Any communication sent to the last informed address is deemed as served.

## **12. Working Hours**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are bound by it..

## **13. Leave & Holidays**

You shall be entitled to annual leave with pay and medical leave in accordance with applicable laws. General Holidays will be declared at the beginning of the Calendar year and are a benefit for all full-time employees. You may be called upon to attend duties as and when required on holidays, as may be scheduled in accordance with the needs of the Company

## **14. Voluntary Abandonment**

You agree that all/any unplanned/unauthorized leave for 5 (five) or more consecutive working days without prior intimation will be deemed as "Abandonment of Services" (unless such unplanned leave, is for the reasons of medical emergency which shall be substantiated with valid documentary proof within 7 (seven) days from the date of such absence) and you shall not be entitled to any monetary and non-monetary benefits as was applicable to you. This provision shall also be applicable to all/any such unplanned/unauthorized leave during your serving the notice period, if any. You shall also be not entitled to any monetary and non-monetary benefits, in case of your resignation and you do not serve the agreed notice period as directed by the Company.

## **15. Medical Examination**

The company reserves its right to have you undergo medical examination from time to time. The appointment, shall at all times, be subject to a doctor, certifying you to be fit to carry out your duties.

## **16. Dress Code**

You are required to be dressed in Business Formals on Weekdays and Business Informal is permitted on Friday.

Gentlemen: To be dressed in full/half sleeved shirt, Full Trousers and Leather Shoes (Black or Brown)

Ladies : Sarees / Salwar Kameez / Business Suits.

## **17. Performance Review**

You shall receive periodic performance reviews/evaluations at the discretion of the Company.

## **18. Compensation Reviews**

Compensation reviews shall be purely based on individual's profile, contributions, competencies, role, potential to shoulder higher responsibilities and internal & external environment.

Compensation reviews are highly personal and confidential and hence, revealing or eliciting compensation details is considered as impropriety and may lead to punitive action.

## **19. Financial or Nonfinancial reviews**

Financial or non-financial reviews like payment of ex-gratia, incentive, variable pay etc shall not be considered for the



employees who tender their resignation and serving the notice period.

## **20. Associate's Non-Disclosure agreement**

You will need to keep all information pertaining to Cyient and its subsidiaries, customers and all stakeholders confidential. Please execute the Non-Disclosure Agreement as stipulated by the company at the time of joining.

## **21. Travel**

You may be required to undertake travel on Company's work and you will be paid travel expenses as per the prevailing travel policy in the company.

## **22. Overseas Service Agreement**

As the company will be spending substantial amount of time and money for your deputation / secondment abroad for training/familiarization program / onsite implementation, you are required to execute a service agreement depending on the duration of the stay abroad. This service agreement is applicable only for associates up to and including Band C. (This agreement will, inter alia, requires (i) your commitment to complete the Project, and (ii) your returning to India after completion of the Project and serving the Company for a stipulated period).

## **23. Termination and Consequences thereof**

Notwithstanding anything contained in Clause 1 herein above:

23.1 The Company shall have the right to terminate your employment at any time without assigning any reason upon prior notice to you or by making payment (basic salary) in lieu of notice.

23.2 You shall have the right to terminate your employment at any time without assigning any reason by giving 60 days prior notice in writing to the Company. However, with the prior intimation by the company the notice period may vary depending on the project where you are deputed. In either case, the Company shall have the right to relieve you of your duties during the said notice period by making payment (basic salary) for shortfall of notice.

23.3 The Company may terminate your employment immediately (without the requirement of any notice) if you:

- i. have engaged in misconduct in performing your responsibilities or have neglected or refused to perform and/or discharge your obligations, duties and responsibilities entrusted from time to time;
- ii. commit any act or omission, whether in the course of, or in connection with, your employment or otherwise, that is illegal or contrary to any regulatory requirement or restriction applicable to the Company's or affiliate's business, or which the Company determines is detrimental to its business or is otherwise sufficient cause to terminate your employment;
- iii. are in violation of the Company's policies, rules and regulations as applicable from time to time;
- iv. have wilfully or intentionally acted in any way, with the intent to harm the Company, that has a direct, substantial and material adverse effect on the business or reputation of the Company;
- v. are restricted in any manner (regardless of the extent, context, and validity of such restrictions) from conducting or engaging in the business of the Company by any court of competent jurisdiction;
- vi. provide any inaccurate representations or commit a material breach of any of the provisions of this Offer Letter;
- vii. failed to remedy any breach notified by the Company; or
- viii. otherwise act in a manner that is damaging to the Company's reputation.

23.4 In the event your employment is terminated by the Company for any other reason, or you terminate your employment in breach of the terms of your employment, without prejudice to any other right or remedy available to the Company under law and/or equity, the Company shall not be liable to pay any salary or any other amount to you which shall stand forfeited with immediate effect. In such an event you shall also be deemed to have unconditionally and irrevocably waived any salary or any other amount payable to and you shall not be entitled to claim damages, injunction or other reliefs or compensation for termination of this Offer Letter.

23.5 Upon termination of this Offer Letter:

23.5.1 Please adhere to the requirements of the exit process in terms of settling all claims. You will also need to surrender all the tangible assets of the Company, including the data and information both in soft and hard copies which are in your possession by virtue of your employment before separation from the Company

23.5.2 You shall extend requisite co-operation to the Company and/or its affiliates to ensure smooth transition of your duties and responsibilities to such person as may be nominated/appointed by the Company and/or affiliates.

23.6 After the termination of your employment with the Company and/or its affiliates, you shall not at any time:

23.6.1 make any untrue or misleading statements in relation to the Company and/or its affiliates;

23.6.2 make any statement to any person which may, or is likely to, adversely affect the business or reputation of the Company; represent yourself as being directly or indirectly associated with or interested in the business of the Company and/or its affiliates;

## **24. Non - Disparagement.**

You agree that during the employment and upon termination of your services, you shall not disparage the Company, its officers or employees (including but not limited to any related or associated entity or client and their officers and employees).

## **25. Intellectual Property Rights.**

You agree that during the employment and upon termination of your services, you shall not disparage the Company, its officers or employees (including but not limited to any related or associated entity or client and their officers and employees).

25.1 You agree that any rights, title and interest whatsoever, including, but not limited to, patents, copyright, trade secret and design rights, mask rights, registered or not, arising or created as a result of the development of any tangible or intangible work product or materials produced by you during or as a consequence of your employment, whether alone or in conjunction with others and whether

during normal working hours or not, including, but not limited to, any invention, design, discovery, improvement, documentation, or other material which you conceive, discover or create during or in

consequence of employment hereunder ("Work Product") shall belong exclusively to the Company. You hereby convey ownership in such rights, title and interest to Company and its affiliates upon inception or development.

25.2 You agree that you will not violate or attempt to violate the intellectual property rights, interests or title of any third party. Your obligations under this Section shall remain in effect and survive any

termination or expiration of your employment or these terms of your employment. Company shall be entitled to immediate injunctive relief or claim damages (liquidated or un-liquidated) or similar relief and/or take disciplinary action (including but not limiting to termination) upon potential or actual breach of this Section by you. Company's right under this clause is not withstanding any other right

available to the Company under these terms of your employment or otherwise.

## **26. Confidential Information**

You agree that during the employment and upon termination of your services, you shall not disparage the Company, its officers or employees (including but not limited to any related or associated entity or client and their officers and employees).

26.1 Confidential Information ('Confidential Information') means any proprietary or information, work product (whether produced by you or other resources of the Company or provided to you by Company or on Company's and its affiliates and their employees, contractors and/or clients behalf) designs, business information or plans, inventions, supplier data, business strategies, trade secrets or knowhow, in any media of Company, its affiliates and their employees, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions, projects or opportunities, proposals, Work Product or deliverables, vendor or customer lists, inventions, processes, formulas, technology, drawings, engineering plans, sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly

available.

26.2 Up on finding an employment you shall reveal the name of the future employer and role that you have been shortlisted or offered

26.3 You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of Company and its affiliates and their employees, contractors and/or clients. At any time during the term of

your employment, you agree to execute nondisclosure or similar agreements required by the Company and its affiliates and their employees, contractors and/or clients with respect to such Confidential Information.

26.4 You agree that during the term of your employment and thereafter, you shall:

26.4.1 hold the Confidential Information in the strictest confidence;

26.4.2 not disclose or utilize or attempt to disclose or utilize, the Confidential Information, except as permitted by the Company and solely for the purpose of which such Confidential Information was disclosed to you;

26.4.3 not disclose or divulge the Confidential Information to or for the benefit any person or entity without the prior authorization of the Company;

26.4.4 give immediate information to Company of any actual or attempted unauthorized disclosure or use of the Confidential Information; and

26.4.5 return the Confidential Information, including any copies, at Company request or upon termination of your employment. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these terms of your employment.

26.5 It is understood and agreed by you that breach of your obligations of confidentiality contained in this Offer Letter may cause the Company irreparable loss. Accordingly, and in addition to any other remedy the Company may have at law or equity, the Company shall be entitled to seek injunctive relief against you, to prevent any further or continuing breach of your obligations or additional damage to the Company in the event such loss is in fact incurred by the Company as a result of the breach or is imminent.

## **27. Non-Solicitation and Non-Competition.**

You covenant that you shall not do or indulge in any of the following, without the prior written consent of the Company:

27.1 During the term of your employment and for a period of three years immediately following the termination of your employment with the Company for any reason whether with or without cause, you shall not accept any offer of employment/contract from any Company's supplier, customer or customer's end user (in case of any consulting/placement organisation) with which you may have employment. Whether such employment is on a part time, full time, independent contractor or any other basis.

27.2 During the term of your employment with the Company, and for a period of three years immediately following the termination of your employment with the Company for any reason, with or without cause, you shall not either directly or indirectly solicit, induce, recruit or encourage any of the Company's employees or consultants to terminate their employment with the Company, or attempt to indirectly solicit, induce, recruit or encourage or take away employees or consultants of the Company, either for yourself or for any other person or entity.

27.3 During the term of your employment with the Company and at any time following the termination of your employment for any reason, with or without cause, you shall not use any Confidential Information of the Company to attempt to negatively influence any of the Company's clients or customers from purchasing Company products or services or to solicit or influence or attempt to influence any client, customer or any other person either directly or indirectly, to direct his/her or its purchase of products and/or services to any person, firm, corporation, institution or other entity in competition with the business of the Company.

## **28. Retirement**

Your retirement age from employment will be 60 years. The last working day would be the last date of the month in which you turn 60.

## **29. Back Ground Verification**

Notwithstanding your obligation to provide accurate information/records about yourself to the Company, the Company reserves the right at any time to make such inquiries as it deems fit, including but not limited to inquiries for the purpose of ascertaining the accuracy of any information/records you have given to the Company, and to verify whether you have a criminal record or a record of any indiscipline or misconduct with previous employer/s. If such verification proves data inaccuracy, forgery, criminal record, termination based on indiscipline/misconduct and/or non-satisfactory performance you agree to forfeit all monetary and non-monetary benefits as was applicable/acrued. By signing this letter, you shall be deemed to have agreed to conduct the 'background check verification' and to have waived your right to lodge any claim or action against the Company, including but not limited to any claim related to invasion of privacy.

## **30. Registration with NSR**

It is mandatory that you need to register yourself with National Skill Registry (NSR) site of NASSCOM within one month from joining us unless you are already a member of NSR.

### 31. Jurisdiction

The appropriate Courts situated in Ranga Reddy District, Telangana shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

ACCEPTANCE: I have read and fully understood the above terms and conditions and I accept the same without any reservations.

Date:

Signature:

Place:

**Signature:** *Augustin Vesudass*

**Email:** [augustin.vesudass@cvient.com](mailto:augustin.vesudass@cvient.com)

**Signature:**

**Email:**



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20219161107/Lucknow**  
**Date: 21/12/2021**

Mr. Rahul Suresh Pandbhare  
Plot 10-3-33,Prakash Nagar East Mukundwadi N2Cidco,  
Mukundwadi,  
Aurangabad-431001,  
Maharashtra.  
Tel# 91-9764561480

Dear Rahul Suresh Pandbhare,

**Sub: Letter of Offer**

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

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

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore/ TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

**TCS Confidential**  
**TCSL/DT20219161107**

1



## **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 / Xperience Programme.

## **CITY ALLOWANCE**

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

## **OTHER BENEFITS**

### **Health Insurance Scheme**

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

HIS offers the following benefits:

#### **1. Basic Cover**

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

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3

**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

1/1, Vibhuti Khand, Gomti Nagar, Lucknow 226 010 India

Tel: 91 522 666 1001 Fax: 91 522 666 1001 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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 recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve



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. 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**



- 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**

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Rahul Suresh Pandbhare</b>            |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

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

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

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

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

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

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



## Annexure 2

|   |  |
|---|--|
| <b>Ahmedabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Garima Park,IT/ITES SEZ,Plot # 41,<br>Gandhinagar - 382007  | <b>Bangalore</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Gate 1, No 42, Think campus, Electronic City phase II,<br>Bangalore - 560100,Karnataka   |
| <b>BUBANESHWAR</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br>Bhubaneswar - 751024 | <b>Chennai</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119  |
| <b>DELHI – Gurgaon</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br>Haryana  | <b>DELHI – Noida</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th<br>floor, Glaxy Business Park, Block - C & D, Sector - 62,<br>Noida - 201 309,UP                                      |
| <b>Guwahati</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br>781006,Assam  | <b>Hyderabad</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Q City, Nanakramguda, Hyderabad  |
| <b>INDORE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor,<br>Village Tigariya Badshah & Bada Bangarda, Tehsil<br>Hatod, Indore - 452018,<br>Madhya Pradesh  | <b>KOLKATA</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br>Lords |
| <b>KOCHI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>TCS centre, Infopark Road Infopark Campus, Infopark ,<br>Kakkanad, Kerala 682042  | <b>MUMBAI</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Yantra Park, Pokharan Road Number 2, TCS Approach<br>Rd, Thane, West, Thane, Maharashtra 400606   |
| <b>NAGPUR</b><br>TCS XP HR Lead<br>Tata Consultancy Services Limited,<br>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,  | <b>PUNE</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br>Hinjewadi Phase III, Pune - 411057,Maharashtra   |
| <b>Trivandrum</b><br>TCS XP HR Lead<br>Tata Consultancy Services,<br>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br>Trivandrum - 695581, India  |  |



## **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.





# Manjunath Human Resources

| Total Solution for you... |

To,  
Mr. SOMESH VAIJINATH SHAHA,  
H.NO. 5/10/1140, LANE NO.01, ,  
SANTOSHI MATA NAGAR, MUKUNDWADI,  
AURANGABAD,  
MAHARASHTRA -431001.

04.05.2022

MOB NO. 9637463586, 9921470118

Email ID: [shahasomesh@gmail.com](mailto:shahasomesh@gmail.com)

Dear Mr. SOMESH,

With reference to your application and interview you had with us, we are pleased to appoint you for the post of "GET-Engineering" in our organization on following terms & conditions.

- 1) Your Date of Appointment is **04-05-2022**
- 2) As Per Record Your date of birth is **18-08-1997**
- 3) Your salary & Allowances will be as per the Attached Annexure-A.
- 4) Your work place will be at **Goodyear South Asia Tyre Pvt. Ltd, H-18 & L1, MIDC, Waluj, Aurangabad-431136**
- 5) Your employment with us is on the basis of selection by your supervisor/HOD and will be in force till our contract is in existence or the completion of the work/contract whichever is earlier. However, your services can be terminated /resignation by giving one month notice on either side or pay in lieu of notice period at the discretion of Management.
- 6) In case of business requirement, your services can be transferred to any other unit where our work is in existence and you will be governed by the terms & conditions applicable at the new workplace.
- 7) There is no employer and employee relationship between you and the companies where we are undertaking the work.
- 8) During the service period, you will devote your whole time and attention exclusively to the duties entrusted to you and may not accept other paid or unpaid positions.
- 9) Your appointment is subject to your producing all the documentary evidence and certificates in original of your age (birth certificate), qualification, experience etc as stated by you in the application form.



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- 10) The Courts at Aurangabad Maharashtra will have exclusive jurisdiction over the disputes arising between the parties.
- 11) You will be eligible for leaves as per applicable Act.
- 12) The devices and the data is sole property of the employer and should maintain with confidentiality.
- 13) You will not hold the company responsible for any injury that you may sustain accidentally or through negligence or otherwise, while on the premises of the company, nor shall you make against the company any claims for compensation or damages in respect of such injury
- 14) You shall, during the said term, truly and faithfully serve the company on the role and maintain discipline, conduct yourself in a disciplined manner and shall obey the directions, instructions or orders of the company and its officers. You shall not remain absent without prior permission of the company nor shall you neglect your training and the company's work arising out of such training
- 15) You shall be subject to such rules and regulations of the company as may be applicable and as may be in force from time to time
- 16) You shall not waste or spoil or dispose off without the company's consent any of the goods, articles or things of the company or of others given to the company for any purpose whatsoever nor shall you injure or prejudicially affect the company's business, trade or manufacture and shall at all times behave as a diligent, loyal and conscientious trainee
- 17) You shall not be eligible for any benefits provided by the company, in any manner whatsoever, to which the permanent employees of the company are entitled, except weekly offs and paid holidays declared and observed by the establishment.
- 18) This appointment and its continuance are subject to your being found and remaining physically & mentally fit at all times as certified by company Medical officer.
- 19) If you absconded for more than a week without prior intimation to your supervisor then you'll be automatically discontinued from your work.



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Please sign duplicate of this letter in token of acceptance and return the same to us.

With Best Luck

I have **read & understood** the above terms and conditions of employment and accept the same. The original of this letter is in my possession.

---

(SIGNATURE)

Place: Aurangabad

Date: 04-05-2022



**For Manjunath Human Resources**

**Authorized Signatory.**



# Manjunath Human Resources

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## Annexure-A

**NAME: Mr. SOMESH VAIJINATH SHAHA**

**DESIGNATION: - GET-Engineering**

| EARNING HEAD                        | AMOUNT          | DEDUCTION HEAD         | AMOUNT        | NET PAYABLE    |
|-------------------------------------|-----------------|------------------------|---------------|----------------|
| BASIC                               | 8000/-          | PROVIDENT FUND         | 1800/-        |                |
| SPECIAL ALLOWANCE                   | 7000/-          | ESIC                   | 131/-         |                |
| H R A                               | 1500/-          | PROFESSION TAX         | 200/-         |                |
| EXECUTIVE ALLOWANCE                 | 1000/-          |                        |               |                |
| <b>TOTAL GROSS</b>                  | <b>17500/-</b>  | <b>TOTAL DEDUCTION</b> | <b>2131/-</b> | <b>15369/-</b> |
| BONUS @8.33% on Minimum Wages       | 1138/-          |                        |               |                |
| EMPLOYERS PF CONTRIBUTION @ 12%     | 1800/-          |                        |               |                |
| EMPLOYERS ESIC CONTRIBUTION @ 3.25% | 569/-           |                        |               |                |
| <b>OTHER TOTAL</b>                  | <b>3507/-</b>   |                        |               |                |
| <b>MONTHLY CTC</b>                  | <b>21007/-</b>  |                        |               |                |
| <b>ANNUAL CTC</b>                   | <b>252081/-</b> |                        |               |                |

\*Bonus amount may change as per changes in Minimum Wage/ Bonus Act.

1. IF CANTEEN/FOOD WILL AVAIL, EXTRA CHARGES PER DAY WILL BE DEDUCTED FROM EMPLOYEE SALARY AS PER COMPANY POLICY.
2. IF TRANSPORTATION WILL AVAIL (FIXED BUS ROUTE) FROM AURANGABAD TO GOOD YEAR OR FROM WALUJ TO GOOD YEAR CHARGES WILL BE DEDUCTED FROM EMPLOYEE SALARY.
3. OTHER TERMS/CONDITION AS MUTUALLY AGREED UPON.

Your Bank Name, Account number & IFSC Code: SBI BANK -80038180021-MAHG0005191

Aadhar Number: 715395741484

PAN Number:

I have **read & understood** the above terms and conditions of employment and accept the same. The original of this letter is in my possession.

\_\_\_\_\_  
(SIGNATURE)

June 1, 2022

HRD/3T/1004378670/22-23

Mr. Abhijeet Bolbat  
At-Wadachiwadi,  
Tq-Bhoom  
Osmanabad-413504  
India

Ph: +91-9112125724

Dear Abhijeet,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.01 17:14:31 IST  
Reason: Digitally Signed  
Location: Bangalore

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

June 1, 2022

HRD/1004378670/22-23

Mr. Abhijeet Bolbat  
At-Wadachiwadi,  
Tq-Bhoom  
Osmanabad-413504  
India

Ph: +91-9112125724

Dear Abhijeet,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

Your scheduled date of joining the employment of the Company will be **13-Jun-2022**.

### **Location**

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

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

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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



## Compensation and Benefits

### Salary

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

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

### Performance- linked Incentive

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

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

### Ex - Gratia / Bonus

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

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

### Basket of Allowances (BOA)

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

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

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

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

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



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

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

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

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

INFOSYS LIMITED  
CIN: L85110KA1981PLCO13115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
askus@infosys.com  
www.infosys.com

*Company Confidential - This communication is confidential between you and Infosys Limited*



HRD/1004165012/22-23

Ms. Chaitrali Wadekar  
Plot No 94, Gut No 105, Dyaneshwar Nagar,  
Satara Parisar, Beed Bypass Road,  
Aurangabad-431001  
India

Ph: +91-8468800998

Dear Chaitrali,

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

Here are the terms and conditions of our offer:

**Definition**

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

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

"Company" refers to Infosys Limited.

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

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

**Joining**

Your scheduled date of joining the employment of the Company will be **18-Apr-2022**.

**Location**

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

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

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

*Company Confidential - This communication is confidential between you and Infosys Limited*

Page 1 of 10



**Training**

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills,





Dear **Ehtesham Shaikh**,

Congratulations! We are delighted to inform you that you have been successfully completed our initial selection process. We are pleased to share the TCS Offer Letter with you.

Your Offer Letter is available to in your NextStep account.

Follow the instructions given below to accept your Offer Letter:

1. Connect to the internet and click on the link:  
<https://nextstep.tcs.com>.
2. Login to the system using your Login Credentials.
3. To accept the offer letter, click on Offer Letter.
4. Click on **I Accept** button to accept the offer
5. Once you accept the offer letter, you can download the same.

We will be in touch with you to keep you abreast of the latest happenings at TCS.

Looking forward to hearing from you soon!

For any query, please contact 1800-209-3111(toll free) /  
[ilp.support@tcs.com](mailto:ilp.support@tcs.com)

Warm Regards,  
Talent Acquisition Group  
TATA Consultancy Services

TCS NextStep (<https://nextstep.tcs.com>) can also be accessed from Android and iPhone.

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use,

04/07/2022

Reference No: CT/HR/OFFER/MI/10052022

To,

**Mr. Manish Ingale,**

## EMPLOYMENT OFFER LETTER

Dear Manish,

We are happy to inform you that we would like to offer you the position of **Associate Software Engineer** with our company.

We would like to offer you a CTC of **Rs.6 LPA** wherein **Rs.4.8 LPA** would be fixed compensation, and **Rs.1.2 LPA** would be the variable component, including benefits, the details of which are stated in the attached annexure

You will be entitled to the variable, after completion of 1 year with the Organization.

Since your exam schedule has become uncertain due to the ongoing pandemic, we are keeping the tentative date of your joining on **4th July 2022** or earlier, as and when you are done with your exams.

### The Terms are as follows:

1. The CTC shall comprise a fixed component and a variable component, if any, as per the company's prevailing scheme.
2. The CTC shall be subject to tax deduction at source and a professional tax deduction as per applicable rules.
3. We also have a corporate 'Group Health Insurance' plan which you can opt-in for. Based on your selected sum assured, the corresponding amount of premium will be deducted from your CTC.
4. Your probation period shall be 3 months from the date of joining, subject to your performance.
5. Regular performance reviews will be done to assess your suitability.
6. The next salary revision will be during the company's appropriate appraisal cycle, falling due after the completion of one year of service.
7. The notice period for relinquishing your services from the company would be 3 calendar months.
8. The F&F settlement in the event of resignation will be made after 2 weeks from the date of separation.
9. You shall be entitled to benefits as per the company's rules and regulations upon confirmation.
10. The validity of this offer is 2 days from the date of you receiving the offer letter.
11. Your posting will be in Pune; however, you may be given the opportunity to travel to the client locations for short durations from time to time.

12. Your appointment letter shall be handed over to you on your joining the company once you furnish the required documents mentioned in the attached list.☐

1. Photocopy of educational qualifications, i.e., SSC/HSC/Graduation/Post Graduation, etc.
2. Photocopy of certificate courses attended (if any) and any other professional certifications relevant to your role.
3. Photocopy of your Passport along with a photocopy of visa stamping, if any
4. Three passport size Photographs
5. Age proof
6. Proof of Permanent /local Address
7. Pan Card

Please let us know in advance in case you are not in a position to furnish any of the documents at the time of joining.

During your employment with Coditas, you shall not be employed by or perform consulting or other services for any other business entity or party. In case you are found to do so, your employment with Coditas shall be liable for termination.

By accepting this offer, you acknowledge that the Company would incur substantial costs in training you on specific technologies/skills for you to handle the job responsibilities effectively. Pertaining to which, we would request you to Notarise the attached service agreement on a Rs. 500 stamp paper and share the hard copy with us on or before your date of joining.

Accordingly, you undertake not to dispute the amount and pay the same before requesting a formal relieving order from Coditas. In case of a dispute, Coditas holds the right to initiate appropriate legal proceedings against you.

If any of your furnished documents/information provided to Coditas during your tenure with the Company is found to be inaccurate, Coditas holds the right to terminate your internship on an immediate basis.

Please note that this offer mail incorporates all commitments made to you, and there are no additional commitments beyond these.

Sincerely,

**For Coditas Solutions LLP.**

ANNEXURE

| Offered CTC                          |   | Monthly      | Annually      |
|--------------------------------------|---|--------------|---------------|
|                                      |   | <b>40000</b> | <b>480000</b> |
| <b>A</b>                             | <b>FIXED COMPONENT</b>                  |              |               |
| 1                                    | Basic Salary                            | 15000        | 180000        |
| 2                                    | Child Education Allowance               | 400          | 4800          |
| 3                                    | House Rent Allowance                    | 4000         | 48000         |
| 4                                    | Conveyance Allowance                    | 4000         | 48000         |
| 5                                    | Medical Allowance                       | 4000         | 48000         |
| 6                                    | Leave Travel Allowance                  | 4000         | 48000         |
| 7                                    | Special Allowance                       | 6078         | 72936         |
|                                      | <b>GROSS SALARY</b>                     | <b>37478</b> | <b>449736</b> |
| <b>B</b>                             | <b>VARIABLE COMPONENT ****</b>          |              | 120000        |
| <b>C</b>                             | <b>BENEFITS</b>                         |              |               |
| 1                                    | Employer Provident Fund (as per PF act) | 1800         | 21600         |
| 2                                    | Gratuity*                               | 722          | 8664          |
| 3                                    | Mediclaime Premium cont.**              |              |               |
|                                      | <b>TOTAL BENEFITS</b>                   | <b>2522</b>  | <b>30264</b>  |
| <b>TOTAL COST TO COMPANY (A+B+C)</b> |   | <b>40000</b> | <b>600000</b> |
| <b>D</b>                             | <b>DEDUCTIONS</b>                       |              |               |
| 1                                    | Employee Contribution                   | 1800         | 21600         |
| 2                                    | Professional Tax (300/- in February)    | 200          | 2500          |
|                                      | Total Deduction                         | <b>2000</b>  | <b>24100</b>  |
|                                      | <b>NET SALARY ( A-D)</b>                | <b>35478</b> | <b>425636</b> |

\* Gratuity payable as per The Payment of Gratuity Act 1972

\*\*We also have a corporate Group Health Insurance plan which you can opt in for. Based on your selected sum assured, the corresponding amount of premium will be deducted from your salary.

\*\*\* PF rate is applicable as EPFO authority. If any changes, the salary annexure will be restructured accordingly.

\*\*\*\* Variable Pay:- You are eligible for variable pay (if applicable) as per offer letter terms & conditions.

For Coditas Solutions LLP.

Authorized Signatory

I hereby accept the above salary break up.

Name: Manish Ingale

Signature:

Date:

Place:



# Washim Municipal Council

Technical Person License Registration  
CERTIFICATE FOR ENGINEER



Certificate No. : CBWWM/R/2022/APL/00239

Approval Date. : 04/04/2022

Validity Date : 31-12-2024

(For Licensed Technical Personnel for preparation of Scheme Building permit and Supervision for Constructing as per sanctioned Building Plans.)

License is hereby granted to **PRASHIK RAJU SARTAPE, NEW IU DP COLONY, NEAR CIVIL HOSPITAL, WASHIM-444505** in response to his/her application dated 22-03-2022 to carry out work related to development permission as given below as per UDCPR, Appendix C, within the Washim Municipal Council as Engineer , as per scope of Competence /Duties and Responsibilities as mentioned below

## 1. Competence :-

- i. All plans and related information connected with development permission
- ii. Structural details and calculations for building on plot up to 500 sq.m. and up to 3 storeys or 11m height, and
- iii. Certificate of supervision and completion for all buildings.

## 2. Duties and Responsibilities :-

- i. Design as per Client's requirements and site conditions.
- ii. Prepare and submit plans as per the Regulations and shall be responsible for correctness of the calculations and dimensions mentioned on the plan and shall be liable for consequences arising thereof.
- iii. Represent before the Authority for scrutiny of drawings.
- iv. Prepare and issue working drawings details in conformity with approved plans,
- v. Advice client to appoint Site Engineer / Supervisor, in case he himself is not undertaking the supervision work.
- vi. Inform Authority about Commencement of work on site.
- vii. To verify the work at obligatory stages of plinth completion, completion of RCC structure and superstructure completion to ensure work progress in conformity of approved drawings and dimensions.
- viii. Inform Authority about reaching relevant stage of work where stage-wise approval from the authority is required.
- ix. Issue completion / part completion certificate for submission to the authority.
- x. Inform in writing to the Authority in case of violation by Client during the period of appointment
- xi. To assist and co-operate with the Authority and other officers in carrying out and enforcing the provisions of Maharashtra Regional and Town Planning Act, 1966 and of any regulations for the time being in force under the same.

Signature Not Verified

Digitally signed by DIPAK GAHINA  
MORE  
Date: 2022.04.04 18:47:27 IST  
Reason: Approved Certificate  
Location: Washim Municipal Council

Chief Officer,  
Washim Municipal Council.



## G.N.I. INFRASTRUCTURE PVT. LTD.



Name : **Bade Sushant  
Shashikant**

Designation : Ass. Quality Engineer

Employee I.D. : 271

Address : At. Sundarwadi Zalta,  
Aurangabad

Blood Group : A+ve

Mob. : 9765186163

Camp Add. : Balapur Phata, Beed  
by pass, A'Bad.

**Head Office**  
Kranti Chowk, Aurangabad.



Ref: TCSL/DT20229583486/1764030/Lucknow  
Date: 17 February 2022

MR. RUSHIKESH SUBHASH THALE  
Gajananagar, Lane No.4, House No.4, Garkheda, Parisar, Gajananagar Road,  
Gajanan Maharaj Mandir, Aurangabad,  
Maharashtra-431005.  
Tel# 919765274278

**Sub: Joining Letter**

Dear Mr. Rushikesh Subhash Thale,

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

We are pleased to inform you that your joining date at TCSL will be **03rd March 2022**, your joining location is **Pune**, work location is **Pune** and your stream is **IT**. This has been provided considering your preference and business requirements.

Your wellbeing is our utmost priority in the current COVID-19 pandemic scenario across India. Keeping this in mind, and the regulations enforced by various states at this point, we have internally enabled a virtual onboarding process for our future TCSers. For the Virtual Onboarding Process, **you will not be required to physically report at the TCS offices on the date of your joining**.

TCS XP HR Team will reach out to you over email in the next few days to guide you further on the virtual onboarding process and steps to be taken to prepare yourself for onboarding.

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

Private and Confidential

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Ltd

Peepul Park, Technopark Campus, Kariavattom P.O., Thiruvananthapuram - 695 581, Kerala, India  
Telephone : +91 471 6629400, Fax: +91 471 6629499, Website : www.tcs.com  
Registered Office : Nirmal Building, 9th Floor, Nariman Point, Mumbai - 400 021  
Corporate Identification Number (CIN): L22210MH1995PLCOB4781



**23-Nov-2021**

**Dear Vikram Vijaysingh Patil,**

B.Tech, Civil

Shreeyash College of Engineering and Technology, Aurangabad

**Candidate ID – 18974339**

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

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

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

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

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

Please note:

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

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

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

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

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



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

### 3.1 Cognizant Internship:

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

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

### 3.2 Continuous Skill Development (CSD) Program:

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

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

### 3.3 GenC Training Post joining:

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

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

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

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**



Maya Sreekumar

**Vice President – Human Resources**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Vikram Vijaysingh Patil **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         |
|         | <b>Annual Gross Compensation</b>   |         | <b>359,988</b> |
|         | Incentive Indication (per annum)**   |         | 22,500         |
|         | <b>Annual Total Compensation</b>   |         | <b>382,488</b> |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500         |
|         | <b>Annual Total Remuneration</b>   |         | <b>401,988</b> |

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

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

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

RECITAL:

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

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

### 1. Duties and Responsibilities

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

### 2. Place of Employment

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

### 3. No Alternate Employment, No Conflict, Etc.

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

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

#### **4. Confidentiality**

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

#### **5. Data Protection**

By signing below,

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

#### **6. Work Schedule**

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

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

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

## **7. Background Check**

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

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

## **8. Compliance with Company Policies**

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

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

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

## **9. Non-Compete and Non-Solicit Restrictions**

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

## **10. Representations and Warranties**

By signing below,

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

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

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

### **11. Indemnity**

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

### **12. Business Engagement, Learning and Development and Project Deployment**

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

### **13. Unauthorized Absence**

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

### **14. Retirement**

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

### **15. Termination of Employment**

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

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

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

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

## 16. Deputation, Assignment and Transfer

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

## 17. Survival

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

## 18. Dispute Resolution and Governing law

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

## 19. General

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

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

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

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

**Cognizant Technology Solutions India Private Limited    Vikram Vijaysingh Patil**

Sign: \_\_\_\_\_  
Name:

Sign: \_\_\_\_\_  
Name:



June 30, 2022

HRD/3T/1003198017/22-23

Ms. Akanksha Ghunage  
At Post Gunj Bk.  
Dist. Jalna  
Auragabad-431211  
India

Ph: +91-7744894734

Dear Akanksha,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.30 18:24:28 IST  
Reason: Digitally Signed  
Location: Bangalore

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

June 30, 2022

HRD/1003198017/22-23

Ms. Akanksha Ghunage  
At Post Gunj Bk.  
Dist. Jalna  
Aurangabad-431211  
India

Ph: +91-7744894734

Dear Akanksha,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

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

### **Location**

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

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

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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

## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

### **Ex - Gratia / Bonus**

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

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

### **Basket of Allowances (BOA)**

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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



Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.30 18:24:28 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

| <b>COMPENSATION DETAILS</b><br>(All figures in INR per month)  |                          |
|--|--------------------------|
| NAME   | Ms. Akanksha Ghunage     |
| ROLE   | Systems Engineer         |
| ROLE DESIGNATION   | Systems Engineer Trainee |
| <b>1. MONTHLY COMPONENTS</b>   |                          |
| BASIC SALARY   | 15,000                   |
| BASKET OF ALLOWANCES   | 4,478                    |
| BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis) | 2,850                    |
| <b>MONTHLY GROSS SALARY</b>  | <b>22,328</b>            |

|  |     |
|--|-----|
| <b>2. ANNUAL COMPONENT</b>   |     |
| BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis) | 150 |

|                                      |               |
|--------------------------------------|---------------|
| <b>3. RETIRAL BENEFITS</b>           |               |
| PROVIDENT FUND - 12% of Basic Salary | 1,800         |
| GRATUITY - 4.81% of Basic Salary*    | 722           |
| <b>FIXED GROSS SALARY (1+2+3)</b>    | <b>25,000</b> |

| <b>4. INCENTIVE COMPONENTS</b>   | <b>At an indicative Payout of 5%</b> | <b>At indicative Payout of 10%</b> | <b>At indicative Payout of 20%</b> |
|--|--------------------------------------|------------------------------------|------------------------------------|
| TRAINING PERFORMANCE LINKED INCENTIVE (TPI)  | 1,250                                | 2,500                              | 5,000                              |
| <b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>  | <b>26,250</b>                        |                                    |                                    |
| <b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b> | <b>27,500</b>                        |                                    |                                    |
| <b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b> | <b>30,000</b>                        |                                    |                                    |

| <b>OTHER BENEFITS</b>  |                             |          |                     |   |
|--|-----------------------------|----------|---------------------|---|
| Scheme   | Eligible Amount In INR      | Interest | Monthly Instalments | Margin Money<br>(To be borne by the employee) |
| <b>SALARY LOAN</b><br>(subject to submission of Trainee Agreement) | 12000<br>(without security) | Nil      | 12                  | Nil   |

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

\*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act



## **APPOINTMENT LETTER**

April 30, 2022

Dear Kiran Udhan,

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](https://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 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> 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: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:
  - a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c. Unauthorized disclosure or communication of UPSI.
  - d. Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on



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

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

## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

## ANNEXURE III

### SALARY OFFER SHEET

**Name: Kiran Udhan**

**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         |
| <b>Total Fixed Cash</b>                 | <b>24,688</b> |
| PF (Employer Contribution)              | 1,800         |
| Gratuity (5.31% of Basic)               | 620           |
| <b>Total Fixed Compensation</b>         | <b>27,108</b> |
| <b>Other Compensation Benefits</b>      |               |
| Health benefit (Medical)                | 600           |
| <b>Variable Pay</b>                     |               |
| Target Variable Pay                     | 1,459         |
| <b>Target Cost to Company per month</b> | <b>29,167</b> |

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

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

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

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

#### ANNEXURE – IV

##### Bonus Details

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

| Year             | Bonus                 |
|------------------|-----------------------|
| End of 6 months  | 25000                 |
| End of 18 months | 25000 -<br>75000      |
| End of Year<br>2 | 50,000 -<br>1,00,000  |
| End of Year<br>3 | 2,00,000-<br>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 Kiran Udhan 30/4/2022 11:53 AM

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com





**Wipro offer letter** 20 Apr

to me ▾



**April 20, 2022**

Dear **Pallavi Jadhav**,

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

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

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

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

**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print"**







## **APPOINTMENT LETTER**

January 27, 2022

Dear Priyanka Khandagale,

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](https://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 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> 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: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@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](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

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

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

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

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

## **ANNEXURE III**

### **SALARY OFFER SHEET**

**Name: Priyanka Khandagale**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

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

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

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

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

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

#### ANNEXURE – IV

##### Bonus Details

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

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

Please note the terms and conditions:

I. The special bonus is subject to:

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

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

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

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

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

VI. You shall keep the contents of this letter confidential

## **ANNEXURE – V**

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

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

## **ANNEXURE – VI**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

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

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

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

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

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

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

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

#### **House Rental Allowance:**

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

#### **Wipro Benefit Plan (WBP):**

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

##### **1. Leave Travel Allowance:**

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



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

## 2. **Telephone/Mobile Phone Allowances:**

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

## 3. **Non-transferable Meal card:**

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

## 4. **Education Allowance:**

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

## 5. **New Pension System:**

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

## **Retirement Benefits:**

It consists of:

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

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

## **Travel, Accommodation, Food & Other Miscellaneous Expenses**

### **Travel**

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

### **Accommodation, Food & other Miscellaneous Expenses**

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

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

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

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaime: 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** Priyanka Khandagale 28/1/2022 8:37 AM

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com





## **APPOINTMENT LETTER**

January 22, 2022

Dear Roshan Rathod,

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](https://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 10<sup>th</sup> Standard or equivalent education.
  - ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> 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: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@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](mailto:policyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

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

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

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

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

## **ANNEXURE III**

### **SALARY OFFER SHEET**

**Name: Roshan Rathod**

**Position: Project Engineer**

**Career Group: TRB - II**

You shall receive salary as detailed below.

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

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

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

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

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

#### **ANNEXURE – IV**

##### **Bonus Details**

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

| <b>Year</b>      | <b>Bonus</b>          |
|------------------|-----------------------|
| End of 6 months  | 25000                 |
| End of 18 months | 25000 -<br>75000      |
| End of Year<br>2 | 50,000 -<br>1,00,000  |
| End of Year<br>3 | 2,00,000-<br>2,50,000 |

Please note the terms and conditions:

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

## **ANNEXURE – V**

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

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

## **ANNEXURE – VI**

### **Variable Pay - A BRIEF OVERVIEW**

#### **Variable Pay Policy Summary & Computation:**

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

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

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

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

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

### **SOME ADDITIONAL INFORMATION ON THE SALARY OFFER**

#### **Basic, Additional Allowance and Bonus**

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

#### **House Rental Allowance:**

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

#### **Wipro Benefit Plan (WBP):**

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

##### **1. Leave Travel Allowance:**

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

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

## 2. **Telephone/Mobile Phone Allowances:**

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

## 3. **Non-transferable Meal card:**

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

## 4. **Education Allowance:**

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

## 5. **New Pension System:**

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

## **Retirement Benefits:**

It consists of:

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

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

## **Travel, Accommodation, Food & Other Miscellaneous Expenses**

### **Travel**

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

### **Accommodation, Food & other Miscellaneous Expenses**

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

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

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

### **SUMMARY SOCIAL SECURITY & OTHER BENEFITS\***

#### Medical

1. Medical Assistance Program (MAS)\*\*: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaime: 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** Roshan Rathod 22/1/2022 10:04 AM

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

Registered Office:

**Wipro Limited** T :+91 (80) 2844 0011

Doddakannelli F :+91 (80) 2844 0054

Sarjapur Road E :info@wipro.com

Bengaluru 560 035 W :wipro.com







22 July, 2022

**Private & Confidential**

Sachin Murlidhar Doke  
MU Chumbali,  
PO Tambarajri, Patoda,  
Beed-414204  
Maharashtra

Dear Sachin,

Further to your recent interview, we are delighted to offer you the position of Trainee Engineer, at our office in Vadodara on a gross compensation of Rs. 600,000.00 as detailed under Clause 4 of the employment contract attached hereto.

The commencement and continuation of your employment is subject to:

- Signing and returning one copy of the Contract of Employment with the completed offer documents to [indiahr@oneadvanced.com](mailto:indiahr@oneadvanced.com) within 7 days of receiving the offer.
- Providing a copy of your ID and address proof
- Your employment is contingent on the appropriate successful results of a background checks that will include employment, education, address, criminal and/or any other check that may be included at the discretion of the management.

The continuation of your employment as above shall be subject to satisfactory background verification report. This letter, together with the enclosed contract, constitutes the terms and conditions of employment with the Company.

We look forward to welcoming you to the Company and wish you a rewarding career over the years to come.

for Advanced Business & Healthcare Solutions India Private Limited,

A handwritten signature in black ink, appearing to read 'Yeshwin', with a stylized flourish at the end.

Yeshwin Sampathkumar  
Innovation and People Operations Manager

ADVANCED BUSINESS & HEALTHCARE SOLUTIONS INDIA PRIVATE LIMITED

Regd Office: Fortune Summit 2nd floor 'A' Wing # 244, HSR Layout, 6th Sector, Hosur Main Road, Bangalore 560 068

CIN: U72900KA2001PTC028589

[url:www.oneadvanced.com](http://www.oneadvanced.com)

July 29, 2022

**Mr. Sagar Funde**  
Ganesh Nagar, Badnapur,  
Jalna, Maharashtra - 431202

**Mobile:** +91 9823592030  
**E-Mail ID:** fsyag143@gmail.com

**Offer Letter**

Dear Sagar,

This is further to our discussions and interview held at Head Office-Pune. We are pleased to inform you that you have been selected and hereby offered a position with **SoftTech Engineers Limited**, brief details of which are as follows:

**Designation** : **Consultant - Implementation Engineer**  
**Appointment Date** : **On or Before Monday, August 1, 2022**  
**Compensation** : **Rs. 2,04,000/- CTC per annum (Two Lakhs and Four Thousand Only)**  
**Location** : **Aurangabad**

This offer stands valid till August 1, 2022.

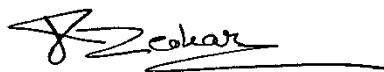
On your joining you must furnish the following.

1. Relieving letter from all the previous employers (If applicable)
2. Salary Certificate/Tax Deduction Certificate from your previous employer. (If applicable)
3. Attested copies of all certificates (School, College & Professional Education)
4. 3 Passport size photographs.
5. Photo Identity Proof (Pan Card/ Aadhar Card/ Passport)
6. Medical fitness certificate. (From Family Doctor)

The offer is subject to, satisfactory verification of all documents and certificates submitted by you, as per your profile shared with SoftTech.

Yours truly,

**For, SoftTech Engineers Limited**



**Rahul Deokar**  
**General Manager Human Resources**

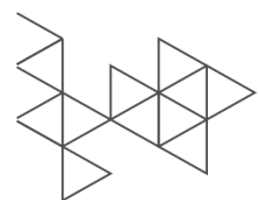
**SoftTech Engineers Limited**

**CMMi/3, ISO 9001: 2015**

**CIN: L30107PN1996PLC016718**

Registered Office : SoftTech Towers, S NO 1/1A/7 8 15 16 17 Plot No. B,C,D, 1-Baner,  
Opp. Royal Enfield Showroom, Baner Road, Pune: 411045

T : +91 20 67183711 | enquiries@softtech-engr.com | www.softtech-engr.com





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20218113896/Pune**  
**Date: 02/11/2021**

Mr. Sanket Sanjay Dhopate  
H.S No. 364, Eknath NagarOsmanpura, Darga Road,  
Janata Kirana,  
Aurangabad-431005,  
Maharashtra.  
Tel# -

Dear Sanket Sanjay Dhopate,

**Sub: Letter of Offer**

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

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

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

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

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

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**TCSL/DT20218113896**

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

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

Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: [www.tcs.com](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



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.

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**5**

**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](http://www.tcs.com)

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

TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto:careers@tcs.com)



### **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 Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)



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

\*There is no criminal offence registered/pending against you

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

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

The original documents will be returned to you after verification.

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

\*PAN Card (Permanent Account Number)

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

\*Passport

\*NSR E-Card

## 21. TCS Xperience Program

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

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

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

## 22. Letter of Appointment

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

## 23. Rules and Regulations of the Company

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

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10

**TATA CONSULTANCY SERVICES**

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TCS Careers Serviceline: 1800 209 3111 Email: [careers@tcs.com](mailto: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**

|                       |  |
|-----------------------|--|
| <b>Name</b>           | <b>Sanket Sanjay Dhopate</b>             |
| <b>Designation</b>    | <b>Assistant System Engineer-Trainee</b> |
| <b>Institute Name</b> | <b>Others</b>                            |

Table 1: Compensation Details (All Components in INR)

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

# 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)

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



## Annexure 2

|   |   |
|---|---|
| <p><b>Ahmedabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Garima Park,IT/ITES SEZ,Plot # 41,<br/>Gandhinagar - 382007</p>   | <p><b>Bangalore</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Gate 1, No 42, Think campus, Electronic City phase II,<br/>Bangalore - 560100,Karnataka</p>   |
| <p><b>BUBANESHWAR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Training Lab Venue:-Barabati, IRC Block, Ground Floor,<br/>Tata Consultancy Services Limited, (UNIT-II) - BARBATI<br/>SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO.<br/>35, CHANDAKA INDUSTRIAL ESTATE, PATIA,<br/>Bhubaneswar - 751024</p> | <p><b>Chennai</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>415/21-24, Kumaran Nagar, Old Mahabalipuram Rd,<br/>TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>  |
| <p><b>DELHI – Gurgaon</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Block C, Kings Canyon, ASF Insignia, Gurgaon -<br/>Faridabad Road, Gawal Pahari, Gurgaon - 122003,<br/>Haryana</p>  | <p><b>DELHI – Noida</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. A-44 &amp; A-45,Ground, 1st to 5th Floor &amp; 10th<br/>floor, Glaxy Business Park, Block - C &amp; D, Sector - 62,<br/>Noida - 201 309,UP</p>                           |
| <p><b>Guwahati</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati -<br/>781006,Assam</p>   | <p><b>Hyderabad</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Q City, Nanakramguda, Hyderabad</p>   |
| <p><b>INDORE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>IT/ITES SEZ, Scheme No. 151 &amp; 169-B, Super Corridor,<br/>Village Tigariya Badshah &amp; Bada Bangarda, Tehsil<br/>Hatod, Indore - 452018,<br/>Madhya Pradesh</p>   | <p><b>KOLKATA</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New<br/>Town, Rajarhat, Kolkata - 700160,West Bengal OR<br/>Auditorium,2nd Floor, Wanderers Building,Delta Park -<br/>Lords</p> |
| <p><b>KOCHI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>TCS centre, Infopark Road Infopark Campus, Infopark ,<br/>Kakkanad, Kerala 682042</p>   | <p><b>MUMBAI</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Yantra Park, Pokharan Road Number 2, TCS Approach<br/>Rd, Thane, West, Thane, Maharashtra 400606</p>   |
| <p><b>NAGPUR</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services Limited,<br/>Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>  | <p><b>PUNE</b><br/>TCS XP HR Lead<br/>Tata Consultancy Services,<br/>Plot No. 2 &amp; 3, MIDC-SEZ, Rajiv Gandhi Infotech Park,<br/>Hinjewadi Phase III, Pune - 411057,Maharashtra</p>   |
| <p><b>Trivandrum</b><br/>TCS XP HR Lead<br/>Tata Consultancy Serives,<br/>Peepul Park, Technopark Campus ,Kariyavattom P.O.<br/>Trivandrum - 695581, India</p>  |   |





## Annexure 3

### Confidentiality and IP Terms and Conditions

#### 1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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



## **2. Associate's Obligations**

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

## **3. Intellectual Property Rights**

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

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**OFFER & APPOINTMENT LETTER**

**Offer Release Date: January 28, 2022**

**Dear Shivani Raju Chhadidar,  
Mukundwadi,  
Aurangabad, Aurangabad,  
Maharashtra, India, 431001**

Dear Shivani Raju Chhadidar,

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd.-IOMC ("HCL" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee in band E1**.

This position is a great match for your talent and skills, and that you will enjoy the professional challenges and growth opportunities associated with this role.

You are requested to join us on **January 28, 2022** at **9:00 A.M** at the following address, **Noida SEZ-Tower2-U1-All Floors** . Your joining would be subject to successful completion and compliance with the pre-joining requirements as applicable.

We at HCL believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries including our Infrastructure and BPO divisions, HCL Axon etc. In line with the same approach, we look forward to your being flexible towards your placement in the company. Your growth in this organization will be in line with your capabilities.

Your Terms and Conditions of employment are detailed in this offer and appointment letter and appended annexure(s).

**Your Total Compensation will be INR 2,75,000 per annum outlined in [Annexure I](#).**

You will be on probation for a period of **12 months** from the date of your joining. The general terms and conditions governing your employment are outlined in [Annexure II](#).

You will be required to sign a service agreement along with a surety amount of **INR 1.25 Lakhs** in terms of which you also bind yourself to serve the company for a period of at least of **24 months** from the date of Joining. The terms and conditions of such Service agreement shall also be deemed to form part of your contract of employment with the Company.

On the date of joining, you would be required to submit the documents listed in [Annexure III](#). Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

[Annexure IV](#) provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

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You need to have cleared all the subjects & should be a pass out of **2021** batch for the current academic course and be able to produce a provisional certificate from your college/university at the time of joining. No candidature with standing arrears will be entertained for joining on the stated date.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by **HCL Technologies Ltd.-IOMC** will stand withdrawn without any liability.

Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,

**For HCL TECH LTD. - IOMC**



**Amrita Das**

**Vice President, Head-Global Rewards**



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**Annexure 1**

| <b>COMPENSATION PLAN</b>  |                           |
|---|---------------------------|
| <b>Name</b>   | Shivani Raju Chhadidar    |
| <b>Band</b>   | E1                        |
| <b>Designation</b>  | Graduate Engineer Trainee |
| <b>City</b>   | Noida                     |
| <b>Monthly Components (in INR)</b>  |                           |
| Basic Salary  | 13,750                    |
| House Rent Allowance  | 4,281                     |
| Advance Statutory Bonus   | 1,989                     |
| Holiday Allowance   | -                         |
| Food Wallet   | -                         |
| Flexi Basket*   | -                         |
| Compensatory Allowance  | -                         |
| <b>TOTAL: Monthly</b>   | <b>20,020</b>             |
| <b>TOTAL: Monthly Components : Annualized</b>   | <b>240,240</b>            |
| <b>Retirals &amp; Other Benefits (in INR)</b>   |                           |
| Provident Fund  | 19,800                    |
| Medical Insurance Premium/ESIC  | 7,032                     |
| Gratuity  | 7,933                     |
| <b>TOTAL : Retirals</b>   | <b>34,765</b>             |
| <b>Variable Components (in INR)</b>   |                           |
| Performance Bonus (in Rs.)  | -                         |
| Engagement PB (paid monthly) @ 100% achievement levels  | -                         |
| <b>TOTAL: Variable Components</b>   | <b>-</b>                  |
| <b>COST TO COMPANY</b>  | <b>275,005</b>            |
| <b>Flexi Basket Details</b>   |                           |
|   | Max Sub limits (p.a.)     |
| Fuel Reimbursement and Car Maintenance Charges  | -                         |
| Leave Travel Assistance / Allowance   | -                         |
| Car Lease Rental  | -                         |
| <b>TOTAL : Annual Flexi Basket</b>  | <b>-</b>                  |
| <i>Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements mentioned in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid as taxable to the individual</i> |                           |
| <b>Insurance &amp; Medical Benefits (in INR)</b>  |                           |
|   | Max Sub limits (p.a.)     |
| Hospitalization cost reimbursement limit  | -                         |
| Term life Insurance Cover   | 2,000,000                 |
| Disability cover due to accident (upto)   | 1,800,000                 |
| <b>NOTE:</b>  |                           |
| 1. Bserv E0.1 and E0.2 employees are to be considered under Semi-skilled Category. All other employees are under Skilled category   |                           |
| 2. All salary components are governed by the company policies and statutory guidelines.   |                           |
| 3. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLT Reporting Manager and/or your HR Manager.  |                           |
| 4. Any personal tax liability arising out of compensation will be borne solely by the employee.   |                           |
| 5. Gratuity to be payable as per act  |                           |

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**Annexure II**

**Welcome aboard...**

It is often said that an organization can grow only if it empowers its employees to grow! At HCL, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLites, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you for the position of **Graduate Engineer Trainee**. This is to be read in conjunction with the offer & appointment letter as attached.

**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

This Annexure lays down the general terms and conditions of employment to **HCL Technologies Ltd.-IOMC (herein referred as "HCL" or "Company")** and is a legally binding document.

**1. Location:**

Your place of work will be located at **Noida**.

**2. Commencement of Employment:**

Your period of continuous employment with the Company will commence from the date of your joining the Company subject to fulfillment of the other conditions as mentioned on this employment contract.

**3. Medical Checkup:**

Your employment is subject to you being declared medically fit by the company doctor.

**4. Probation**

- a) You shall be on probation for a period of **12 months** from the date of your appointment and unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.
- b) Your case for permanent absorption in the employment of the Company shall be considered on your satisfactorily completing the probationary period.
- c) If during, or on the expiry of, the probation period (initial or extended) the Management finds your performance to be unsatisfactory or that you lack the aptitude for the job or that you are not suitable for the job, or the like, your probationary employment would be liable to be terminated, at any time, without assigning any reason.

**5. HCL Training Program:**

Training (classroom/on the job) sessions will be conducted after your joining. The training period may be either extended or may be deemed completed earlier, at the discretion of the Management.

**6. Notice Period/ Separation:**

Your employment with the Company can also be terminated either by the Company or by you by giving the other party 60 days' advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the 'Basic' component of the salary for the balance notice period

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would be paid to you by adjusting the amounts payable by you to the Company. For the avoidance of doubt, all amounts payable by you to the company would need to be cleared forthwith in the event of such termination. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the 'Basic' component of the salary for the balance notice period along with other amount payable by you to the company, if any. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of notice may be extended, if mutually agreed by you and the Company.

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

**7. Increments and Promotions**

Your growth in terms of role, compensation etc., in the Company will be based on your performance. Your salary will be subject to annual salary review. Salary adjustments effected at the salary review takes into consideration your job performance, movement of remuneration levels, benefits and conditions. Your anniversary performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter of your anniversary, post which you will be aligned to July/October Cycle, or any other Cycle as per discretion of the Company, depending on your current DOJ/Band/Employee Group.

**8. Agreements:**

You may be required to sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**9. Background and Reference Check:**

This offer of employment is subject to your clearing our BGV process. As a precondition to accept this Offer Letter, you hereby give your express authorization to the Company (or the appointed third party) to conduct a background investigation on your credentials, as may be necessary and further agree that any misrepresentation in this regard or your failure to clear the BGV process shall give rise to the withdrawal of this offer of employment, and any employment contract which may have been subsequently executed shall be deemed void and ineffectual.

During the terms of employment, the Company may undertake the process of checking credentials of the Employee in terms of education, previous employment(s), and other information provided in the resumes/CVs as submitted by the said Employees, either on its own or with the help of a third party as and when required. For the avoidance of doubt, the Employee's signature in this Agreement constitutes the Employee's express authorization for the Company (or the appointed third party) to conduct a background investigation on his/her credentials, as may be necessary. Furthermore, the Employee agrees to submit himself /herself to random drug /medical testing at any time during the course of employment as permitted by law.

You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process. The company may also undertake reference check through at least two professional references submitted during the process of selection.

**10. Working Hours:**

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This division works 24x7 Shifts and you will be required to do so as per the need of the organization. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

**11. Mobility:**

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises and Country

**12. Deputation/ Transfer:**

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

**13. Retirement:**

You will retire from service on attaining superannuation at the age of 55 years.

**14. Other benefits:**

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

**15. Transport Facility**

You shall be provided the shift cabs for pick and drop from home to office and vice versa within the limit of 20 KMs as per the company policy.

**16. IP, Copyright, Inventions and Patents**

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

**17. Data Protection:**

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- a) The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.
- b) The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.
- c) The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.
- d) During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.
- e) The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

### 18. Exclusivity of service

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of **HCL Technologies Ltd.-IOMC**. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the company.

### 19. Confidentiality & Non-Disclosure:

You acknowledge that the disclosure of any commercially sensitive information, trade secrets or other confidential information (which may not be readily available to competitors or to the general public) will cause significant harm to the Company.

You agree that you shall not at any time during your employment (except in the proper performance of your duties) with the Company, or at any time (without limit) after the termination thereof, directly or indirectly use or exploit for your own purposes or those of any other person, company, business entity or other organization whatsoever, or disclose to any person, company, business entity or other organization whatsoever, any trade secrets of the Company or its associated companies; any confidential information relating or belonging to the Company including but not limited to any such information relating to customers, customer lists or requirements, price lists or pricing structures, marketing and information, Intellectual Property, business plans or dealings, technical data, employees or officers, financial information and plans, designs, formulae, product lines or research activities; source codes and computer systems, software, any document marked "Confidential"; any information which you have been told is confidential or which you might reasonably expect the Company to regard as confidential or any information which has been given to the Company or any Associated Company in confidence by customers, suppliers and other persons.

You shall not at any time during the continuance of your employment with the Company make any notes or memoranda relating to any matter within the scope of the Company's or any Associated Company's business, dealings or affairs otherwise than for the benefit of the Company or any Associated Company.

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You must not make or communicate (or cause or facilitate the making or communication of) any oral or written statement to any representative of the press, television, radio or other media on any matter connected with or relating to the Company or any of its Associated Companies, without the prior written consent of the Company.

The obligations contained in this provision shall not apply to, any information which you are required to disclose in accordance with an order of a Court of competent jurisdiction, any information or knowledge which may subsequently come into the public domain other than by way of unauthorized disclosure (whether by you or a third party); any act of yours in the proper performance of the duties of your employment; any use or disclosure where such use or disclosure has been properly authorized by the Company.

Your obligations under this paragraph would continue even beyond the cessation/termination of your employment. Any violation of the above obligations/conditions shall render you liable for appropriate disciplinary action including termination of your employment.

**20. Rules, Policies, Procedures:**

The Employee must comply at all times with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced or withdrawn at any time at the discretion of the Company.

Further, during the period of your employment with HCL, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle HCL to take appropriate disciplinary action which may lead & include up to termination of your employment with HCL.

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

**21. Correctness of the Details Furnished:**

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

**22. Warranty and Undertaking:**

You represent and warrant that you are not subject to any agreement, arrangement, contract, understanding, court order or otherwise, which in any way directly or indirectly restricts or prohibits you from fully performing the duties of your employment or any of them, in accordance with the terms and conditions of this Agreement.

You warrant and agree that you are not entering into this Agreement in reliance on any representation not expressly set out in this Agreement.

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**23. Changes to the terms & conditions:**

The Company reserves the right to make reasonable changes to any of your terms and conditions of employment. If the Company changes any of the terms and conditions of your employment, it will notify you in writing of the changes taking effect.

In case of any dispute as to the interpretation of the terms and conditions of your service, the decision of the Company shall be final and binding on you.

**For HCL TECH LTD. - IOMC**

**Amrita Das****Vice President, Head-Global Rewards**

I confirm receipt of and accept the above Terms & Conditions of Employment.

**Annexure III**

| <b>LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL</b> |  |
|--|--|
|--|--|

| <b>S.No.</b> | <b>Particulars (To be submitted to the Recruiter/Online of the BGV link)</b>   |
|--------------|--|
| 1            | <b>Highest Qualification</b> - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date |
| 2            | <b>Permanent/Current Address Proof</b> – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.  |
| 3            | <b>Previous Employer</b> – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number   |
| 4            | A duly filled and signed copy of the BGV(Joining Form) Form and LOA (letter of authorization)  |
| 5            | <b>Identity Verification</b> - Copy of valid passport and PAN card required  |

**Additional documents (To be submitted on request – Only if required)**

- Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
- Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

**Things to Remember**

- The information provided in Resume and background verification form must be same.

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- 2.** Information provided in background verification form must be accurate.
- 3.** Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
- 4.** Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

**List of Documents required for joining / induction day (Hard Copies)**

| S. No | Document Name  | Number of Photocopies |
|-------|--|-----------------------|
| 1     | Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES) | 1                     |
| 2     | Extension Letter (if the Date of Joining in the offer letter is past dated)  | 1                     |
| 3     | Passport –Front copy only - for Name & DOB proof.                            | 1                     |
| 4     | 10 <sup>th</sup> Mark sheet, only if passport is not available.              | 1                     |
| 5     | PAN CARD as ID Proof (Only if passport is not available)                     | 1                     |
| 6     | Passport Size Photographs (Only with white background)                       | 3                     |

- Please ensure all documents are **Self-attested** (Photocopies).
- Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- Please avoid clicking pictures of documents and taking printouts.
- Please do not send soft copies through Emails.
- Please bring a copy of your Aadhar card on the Induction day, so that HCL onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCL will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required on the induction day.
- Induction Timings are **0900 to 1830** IST.
  - Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

You are required to report to HCL Onboarding Team for completing joining formalities on the day of joining by 9:00 a.m. at your respective location of joining as following:

**Location of HCL Onboarding Team for joining formalities:**

10

**HCL Confidential**

Signature of Employee:



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| S. No | Location   | Address  |
|-------|------------|--|
| 1     | NOIDA      | <b>Mondays and Thursdays:</b> Triveni Induction Room, First Floor, KNMA Tower, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India)<br><b>Tuesdays, Wednesdays and Fridays:</b> Akashi Induction Room, Ground Floor, Tower – 1, Gate number -1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) |
| 2     | CHENNAI    | HCL Technologies Ltd,Sez Unit-2 (Sdb2 Buid), Eclot-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkam High Road, Chennai-600119   |
| 3     | BANGLORE   | HCL Technologies Ltd, SAL (602), 6th Floor, Tower 4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore – 562 106   |
| 4     | KOLKATA    | HCL Technologies Ltd,Level-4, Building -A3 Unitech Infospace, Dh Street, Rajarhat, Kolkata-700091  |
| 5     | HYDERABAD  | HCL Technologies Ltd,Special Economic Zone, Phoenix Infocity Pvt Ltd, H-01, Level -2 , Hitec City 2-Survey No. 30,34,35 & 38, Madhapur, Hyderabad-500081   |
| 6     | PUNE       | HCL Technologies Ltd,Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, Sez, Pune-411013  |
| 7     | MUMBAI     | HCL Comnet Ltd,Arena Tower, Ground Floor, Road No 12, Midc, Andheri East, Opp Goldfinch Hotel, Mumbai-400093   |
| 8     | LUCKNOW    | HCL Technologies Ltd,HCL IT City, SDC-01, 2nd Floor – Induction Room, Chack Gajaria Farms, Sultanpur Road, Lucknow, Uttar Pradesh-226002   |
| 9     | MADURAI    | HCL Technologies Ltd, Sez Unit-1, Tower-1, Elcot, Special Economic Zone, Survey No. 1/2, 1/3, 1/19, 1/20, 4/1, 2/1, 2/2, 4/2, & 5, Plot No. 5&7,Ilandhaikulam Village-Madurai-Tamil Nadu-625020  |
| 10    | Nagpur     | HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur  |
| 11    | Coimbatore | State Street Hcl Services   Human Resources   Module - 201, 202, 203, 204 And 206 – 2Nd Floor, Tidelpark Coimbatore Limited, Coimbatore - 641014,Extn : 04226657526  |
| 12    | Vijayawada | State Street HCL Services Private LimitedMedha IT Towers,Third Floor,Kesarapalli,Gannavaram,Krishna District 521102  |

**ANNEXURE IV****EXPLANATION OF COMPENSATION STRUCTURE AND SOME BENEFITS**

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

-  Basic Salary
-  Monthly Allowances
-  Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

**BASIC SALARY**

## HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

### MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.
- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCL Cafeterias or food joints outside HCL campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR. 50,000/- spread over 12 months.
- **Bright Hour Allowance (BHA):** BHA is a non-recoverable monthly earning opportunity payable against a declaration by the employee for his/her availability in the Bright Hours and consent to move to any other OMC at any given time working during Bright Hours.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR. 21,000/- (excluding variable component) as per the Payment of Bonus Act.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

### RETIRALS & INSURANCES BENEFIT

You and your dependants will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amount mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).

**Medical Insurance:** Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.

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- The premium payable depends on the dependants declared.
  - The hospitalization coverage limit will be same as defined in compensation structure.
  - Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
  - You may refer 'Medical Insurance policy' for further details.
- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948.**

Employees covered under ESI would not be covered by default under HCL's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

\*The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCL contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

\*The percentage and amount is in compliance with the current PF Act.

- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.
- **Term Life Insurance (including EDLI):** At HCL, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.
- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

HCL Technologies will correspond with you on the address & contact details mentioned below :-

**Permanent Address: Mukundwadi,  
Aurangabad, Aurangabad,  
Maharashtra, India, 431001  
Email ID: shivanichhadidar260@gmail.com  
Telephone Number: +91 7387086471**

13

HCL Confidential

Signature of Employee:

**HCL**

**HCL TECHNOLOGIES LTD.**

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

T +91 120 6125000 F +91 120 4683030

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[www.hcltech.com](http://www.hcltech.com)

[www.hcl.com](http://www.hcl.com)

June 30, 2022

HRD/3T/1003563339/22-23

Ms. Srushti Bakal  
H.No. 22  
Shakuntala Nagar, Mantha Road  
Jalna-431203  
India

Ph: +91-7498375057

Dear Srushti,

Welcome to Infosys!

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

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

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

Warm regards,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.30 21:06:58 IST  
Reason: Digitally Signed  
Location: Bangalore

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

June 30, 2022

HRD/1003563339/22-23

Ms. Srushti Bakal  
H.No. 22  
Shakuntala Nagar, Mantha Road  
Jalna-431203  
India

Ph: +91-7498375057

Dear Srushti,

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

Here are the terms and conditions of our offer:

### **Definition**

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

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

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

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

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

### **Joining**

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

### **Location**

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

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

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

## **Training**

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

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

## **Terms and Conditions during Training**

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

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

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

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

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

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

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

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

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

### **Probation and Confirmation**

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

### **Leave**

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

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

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

### **Increments and Promotions**

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

### **Transfer**

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



## **Compensation and Benefits**

### **Salary**

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

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

### **Performance- linked Incentive**

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

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

### **Ex - Gratia / Bonus**

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

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

### **Basket of Allowances (BOA)**

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

### **Passport & Driving License**

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

### **Notice Period**

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

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

## Background Checks

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

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

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

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

## Other Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources - Infosys Limited**

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

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your full Name

\_\_\_\_\_  
Location

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2022.06.30 21:06:58 IST  
Reason: Digitally Signed  
Location: Bangalore

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

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

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

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

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

# Wipro Offer Letter

Inbox



Wipro offer letter Apr 20

to me ▾



**April 20, 2022**

Dear **Swati Gujar**,

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

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

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

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

**Steps to follow to accept and save the Offer Letter**

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to below mentioned acceptance link, **click on Accept -> click on signature check box -> Click on "Submit and Print"**





## APPOINTMENT LETTER

April 21, 2022

Dear Swati Gujar,

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](http://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 10<sup>th</sup> Standard or equivalent education.

- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> 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.

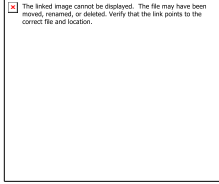
#### **12. Pre Joining Program (PJP):**

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: [polyclearinghouse@wipro.com](mailto:polyclearinghouse@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 [polyclearinghouse@wipro.com](mailto:polyclearinghouse@wipro.com).

## **ANNEXURE II**

### **PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

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

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

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

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

## **ANNEXURE III**

### **SALARY OFFER SHEET**

**Name: Swati Gujar**

**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           |
| <b>Total Fixed Cash</b>                 | <b>24,688</b>   |
| PF (Employer Contribution)              | 1,800           |
| Gratuity (5.31% of Basic)               | 620             |
| <b>Total Fixed Compensation</b>         | <b>27,108</b>   |
| <b>Other Compensation Benefits</b>      |                 |
| Health benefit (Medical)                | 600             |
| <b>Variable Pay</b>                     |                 |
| Target Variable Pay                     | 1,459           |
| <b>Target Cost to Company per month</b> | <b>29,167</b>   |
| <b>Total Cost to Company per annum</b>  | <b>3,50,004</b> |

\*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 Swati Gujar 21/4/2022 4:37 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

24386434

**Strictly Private and Confidential**

26th August, 2022

**Mr. Vaibhav Trikolikar**

Dear Vaibhav,

**Subject: Conditional Offer for Employment,**

**Armstrong Machine Builders Private Limited (the "Company")** is pleased to offer you an opportunity for full-time employment in the position of Developer on a probationary basis.

You shall report to the "**Manager**" and are required to follow directions given by the person(s) occupying that position or as delegated.

Your total all-inclusive gross annual compensation on a cost-to-company basis will be ₹ 480000 (₹ 450000 Fixed + ₹ 30000 Variable) which shall include your basic salary and various allowances which may be claimed in compliance with and subject to limits under the applicable tax laws and Company policies and practices. All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your salary. Please refer to **Annexure I**.

The detailed terms and conditions of your employment with the Company are set out in your Employment Agreement which you will need to execute upon commencement of employment.

Please note that this offer for employment is contingent upon (1) successful completion by the Company of your background checks and; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment. The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company.

If you wish to accept our offer terms and conditions, please sign and return this letter within 3 days to the Company. This offer shall automatically lapse unless you confirm your acceptance of it and return a copy within the prescribed time. On your acceptance of this offer for employment and subject to successful completion of your background checks by the Company, you will be required to execute the employment agreement in the form provided to you concurrently with this offer letter, and join on 03/10/2022 or such later date as may be communicated to you by the Company.

Should you accept this offer, you are requested to provide the Company with copies of the following documents (unless provided earlier) along with 2 recent passport-sized photographs:

1. [Relieving letter issued by your most recent employer (if applicable)]
2. Most recent passport
3. Relevant educational certificates
4. Last drawn payslip (if applicable)
5. Permanent Account Number (PAN)
6. Provident Fund UAN
7. Aadhar card]

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer please contact **Saeed Vijay Ahire** (Email: ahire.saeed@armstrongltd.in)

Yours sincerely,

For **Armstrong Machine Builders Private Limited**

**Tejas Rakhmaji Lende**  
**Sr. Manager-HR**  
**Authorised signatory**

**Acceptance**

I hereby accept the terms and conditions of this offer for employment with **Armstrong Machine Builders Private Limited** and agree to join on such date as may be communicated to me by the Company. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature :

Name :

Date :

**ANNEXURE I**

| CTC Structure                     |                |                 |
|-----------------------------------|----------------|-----------------|
| Components of Compensation        | Monthly INR    | Annually INR    |
| Basic                             | ₹ 21010        | ₹ 252120        |
| HRA (House Rent Allowance)        | ₹ 1051         | ₹ 12612         |
| Attire                            | ₹ 211          | ₹ 2532          |
| Education                         | ₹ 3362         | ₹ 40344         |
| LTA                               | ₹ 1751         | ₹ 21012         |
| Vehicle Reimbursement             | ₹ 0            | ₹ 0             |
| Supplementary Allowance           | ₹ 6571         | ₹ 78852         |
| <b>Subtotal I</b>                 | <b>₹ 33956</b> | <b>₹ 407472</b> |
| <b>Retirals</b>                   |                |                 |
| PF                                | ₹ 1950         | ₹ 23400         |
| Gratuity                          | ₹ 1011         | ₹ 12132         |
| <b>Subtotal II</b>                | <b>₹ 2961</b>  | <b>₹ 35532</b>  |
| Exgratia                          | ₹ 583          | ₹ 6996          |
| <b>Subtotal III</b>               | <b>₹ 583</b>   | <b>₹ 6996</b>   |
| <b>Fixed Pay</b>                  | <b>₹ 37500</b> | <b>₹ 450000</b> |
| Variable Pay at Maximum Potential | ₹ 2500         | ₹ 30000         |
| <b>Subtotal IV</b>                | <b>₹ 2500</b>  | <b>₹ 30000</b>  |
| <b>Total Pay (I+II+III+IV)</b>    | <b>₹ 40000</b> | <b>₹ 480000</b> |

Deduction will be as per statutory norms and company schemes



Reference No. : HR/OL-1200/05/2022

Date: 13th May 2022

**Mr.Akshay Uttamrao Jawale**  
**H.No.-13, Vijay Nagar, Garkheda Parisar**  
**Near Malhar Chowk**  
**District - Aurangabad**  
**Maharashtra - 431001**

**Subject: Offer Letter**

**Dear Mr. Akshay Uttamrao Jawale,**

With reference to your application and subsequent interview had with us, we are pleased to offer you the position of **Officer - Purchase** (on a probation period of 06 months) at our **B-31, Aurangabad Plant** on the terms and conditions mutually agreed during the aforesaid discussions. You are requested to join the company on or before **23rd May 2022**. In case you fail to join us within the stipulated time, this offer shall stand withdrawn.

A formal letter of appointment setting out your remuneration details as mutually agreed upon during the Interview, and other terms and conditions of appointment shall be issued to you after joining the company. In addition to this you will be entitled to other benefits as per the rules and regulations of the company.

Kindly sign the duplicate copy of the letter as a token of having accepted this job offer and send the same within 7 days of having received the offer.

You are requested to submit a copy of the Relieving Letter from your current employer within 2 days of joining at Metalman Auto (P) Ltd. Kindly note that the offer will stand cancelled in case you fail to submit the Relieving Letter within the stipulated time.

We look forward to your working with us and wish you a long and successful career with us.

**For Metalman Auto (P) Ltd.**



**Navneet Kabra**  
**Assistant General Manager - Corporate HR**

**Enclosure** : Annexure 1 - Compensation Structure



**METALMAN AUTO PRIVATE LIMITED**

1st floor, JMK Tower, NH 8, 44/5, Kapashera Estate,

(Delhi-Gurgaon Border), New Delhi - 110037 (INDIA)

T: +91 240 665 2444 (extn: 500)

E: info@metalmanauto.com CIN No. U34103DL1986PTC305213



[www.metalmanauto.com](http://www.metalmanauto.com)

### Annexure-1

|                    |                            |                                |           |
|--------------------|----------------------------|--------------------------------|-----------|
| <b>Name</b>        | Mr. Akshay Uttamrao Jawale | <b>Employee ID</b>             |           |
| <b>Designation</b> | Officer                    | <b>Department:</b>             | Purchase  |
| <b>Grade</b>       | O-2                        | <b>Monthly Gross Salary</b>    | 22,786    |
| <b>Location</b>    | B-31, Aurangabad           | <b>Monthly Company Welfare</b> | 3214      |
| <b>Annual CTC</b>  | 3,12,000                   | <b>Monthly CTC</b>             | 26000     |
| <b>DoJ</b>         | 23-May-22                  | <b>DoB</b>                     | 04-Sep-96 |

#### Compensation Details

| SL.No | Particulars                            | Amount(Rs.)       | Amount(Rs.)     |
|-------|--|-------------------|-----------------|
| A     | Gross Salary                           | Per Month         | Per Annum       |
| 1     | Basic                                  | 13,500            | 1,62,000        |
| 2     | Conveyance                             | 800               | 9,600           |
| 3     | Medical Allowance                      | 1,250             | 15,000          |
| 4     | Child Edu Allowance                    | 200               | 2,400           |
| 5     | Adhoc                                  | 1,136             | 13,633          |
| 6     | HRA                                    | 5,400             | 64,800          |
| 7     | Washing Allowance                      | 500               | 6,000           |
|       | <b>Gross Salary</b>                    | <b>22,786</b>     | <b>2,73,433</b> |
| 8     | Employee to Provident Fund Employee    | 1,800             | 21,600          |
| 9     | Employee to ESIC                       | -                 | -               |
| 10    | Professional Tax                       | As Per Applicable |                 |
| 11    | Income Tax                             | As Per Applicable |                 |
|       | <b>Gross Deduction</b>                 | <b>1,800</b>      | <b>21,600</b>   |
|       | <b>Net Pay</b>                         | <b>20,986</b>     | <b>2,51,833</b> |
| B     | Reimbursement                          |                   | -               |
| 12    | Meal Coupan                            | -                 | -               |
| 13    | Attendant Allow                        | -                 | -               |
| 14    | Petrol Reimb                           | -                 | -               |
| 15    | Telephone/ Internet                    | -                 | -               |
| 16    | LTA**                                  | -                 | -               |
| C     | Variable Pay**                         |                   |                 |
| 17    | Performance Linked Pay                 | -                 | -               |
| D     | Company Welfare                        |                   | -               |
| 18    | Employer Contibution To Provident Fund | 1950              | 23,400          |
| 19    | Employer Contibution To ESIC           | -                 | -               |
| 20    | Mediclaime(Self)                       | 114               | 1,367           |
| 21    | Accident Insurance                     | 25                | 300             |
| 22    | Bonus / Ex-Gratia**                    | 1,125             | 13,500          |
| 23    | Gratuity                               | -                 | -               |
|       | <b>Total- Welfare</b>                  | <b>3,214</b>      | <b>38,567</b>   |
|       | <b>CTC</b>                             | <b>26,000</b>     | <b>3,12,000</b> |

In Addition:

1. Gratuity shall be paid as per Payment of Gratuity Act- 1972.
2. Variable Pay shall be paid after completion of every financial year,subject to the eligibility as per performance.
3. Applicable Taxes as per the Relevant tax laws shall be applicable on employees.
4. LTA shall be payable as per the company LTA Policy.
5. Amounts mentioned under "reimbursement "head indicate maximum entitlements only and will be paid against Bill.
6. Annual Bonus shall be paid during Diwali, Subject to its eligibility.
7. \*\* Annual Component.

Raj

[Signature]



Date: 01-04-2021

Miss. Pranjali Ram Kamble  
Nagsen Nagar, Osmanpura  
Aurangabad-431001

Dear Miss. Pranjali Ram Kamble

With reference to your application and subsequent interview with us, we are pleased to employment in our organization on the following terms and conditions.

Department : Business loan

Level/Grade : Tele caller

Designation : Tele caller

Location : Aurangabad

Cost To Company: Your Cost To company Will Be Rs 72,000/- per annum

Date of Joining: Your joining date is 01/04/2021.

**Remuneration:**

Your annual Salary will be Rs.72,000/- . Your present place of work will be at Aurangabad. If your services are found satisfactory during the period of 6 months, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side. Your target for each month is 20 Lacs, Nonperformance will lead to 2000 deduction in salary after 1<sup>st</sup> two months.

**Conduct & Discipline**

Absence without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. For every uninformed leave you will be marked 2 days absent.

During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company. You cannot leave in the middle of the month and if you do so, you will not be paid for the days you have worked.

If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent

to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge. Any advance need to be settled before your reliving:

Your salary Month cycle will be 20<sup>th</sup> till 19<sup>th</sup> of each month Salary Would be credited in month End.

Your first salary will be paid post documentation check and background check, this activity may take some time which may lead to delay in first month payroll.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to G. S. Fincorp and look forward to a fruitful collaboration.

For G. S. Fincorp

Yes, I Do accept the offer and Terms & Condition

Name: Suprit Shinde

Name: Pranjali Ram Kamble

Designation: Partner

**G.S. FINCORP**

**PARTNER**  
Regards,

  
Signature



## Compensation & Entitlement

Offer Break up:

| <u>Details</u>       | <u>Amount Per Month</u><br><u>(in Rs.)</u> | <u>Amount Per Annum</u><br><u>(in Rs.)</u> |
|----------------------|--|--|
| Basic + D A          | 4,200/-                                    | 50,400/-                                   |
| House Rent Allowance | 1,750/-                                    | 21,000/-                                   |
| Conveyance           | 700/-                                      | 8,400/-                                    |
| Mobile Bill          | 350/-                                      | 4,200/-                                    |
| <u>Total</u>         | 7000/-                                     | 84,000/-                                   |

\*You are not allowed to share your offer details to anyone else.

For G S Fincorp

**G.S. FINCORP**

*Seep*  
PARTNER

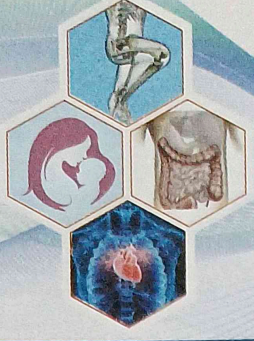
Authorized Signatory

*Pravali*  
26/4/21

Received.

# सुभश्री

मल्टिस्पेशलिटी हॉस्पिटल



Date : 23/03/2021

Name : Mr./ Mrs. NITIN DOIPHODE Age 25 Sex M

Email id : [subhashrihospital123@gmail.com](mailto:subhashrihospital123@gmail.com)



## SUBHASHRI MULTISPECIALITY HSPITAL

ADD : Durganand heights, 2<sup>nd</sup> floor, Pundlik nagar road, Garkheda, Aurangabad

Date : 23/03/2021

Dear, **Nitin U. Doiphode.**

We are pleased to offer you the position As a **Manager At Subhashri Multispeciality Hospital.**

We feel confident that you will contribute your skills and experience towards the growth of our Hospital.

Please confirm your acceptance of this offer by signing and returning the copy of this offer letter.

Sincerely.

**SUBHASHRI HOSPITAL**

Signing authority

**Dr. Udaysing B. Rajput**  
M.B.B.S D-Ortho  
Reg No. 2011/06/1856

**APPOINTMENT LETTER (As Trainee)**

HR/04/01

(January 06<sup>th</sup>, 2022)

**Pratik Vitthal Satpute**

RX-3/9, Saptashrungi Hou. Society, Plot No.1,  
Near Jagrut Hanuman Mandir, Bajaj Nagar,  
Waluj, Aurangabad-431136

**Dear Pratik Satpute,**

We wish to offer you employment in our organization commencing from (January 3<sup>rd</sup>, 2022), during your tenure with us your designation will be "Stores Assistant" stated below are the terms and conditions of your Employment:

This offer is subject to references that have already been obtained, which satisfy the Company, and it is the final decision of the Company to determine if such references meet with our requirements.

The following items, which were discussed with you at interview and apply to this employment, are confirmed as follows: -

**DESIGNATION:**

You will be designated as **Stores Assistant** & you will report to the person designated by the company from time to time.

**ATTACHMENTS:**

**Annexure A – Terms and Conditions of Employment**

**Annexure B – Salary Structure**

CIN : U74999MH2018PTC303565

**Corporate Office**

7th floor, Arcadia Building, 195, NCPA Marg, Nariman Point, Mumbai - 400 021, INDIA, Board Line : +91 22 49311555

**Factory**

S. No. 157/2A/3, Near Sai Petrol Pump, Katraj-Dehu Highway, Tathwade, PUNE - 411 033, Maharashtra.

**Renuka Datta Shejule**

**Aurangabad**

Dear **Renuka Datta Shejule**,

We are pleased to offer you an appointment in our organisation as **HR Officer** in the **Officer Grade IV** grade.

Your base location would be **RANJANGAON**.

You would be paid a total annual CTC of **Rs.390,000/-**. Allowances and perquisites as applicable to your Grade along with the detailed break up of your remuneration is enclosed herewith for your reference.

Your date of joining will be on or before **22<sup>nd</sup>October 2021**. Your employment at **Britannia Industries Limited** is subject to medical fitness and employment check background verification.

Your letter of appointment including the applicable terms will be issued to you on your joining. At time of joining, kindly submit copies of your birth certificate, educational certificates, your last drawn salary particulars, relieving letter from your earlier Company and 3 passport size photographs.

We look forward to a mutually rewarding association.

Please sign and return the copy of this letter as token of your acceptance.

Yours faithfully,

**For BRITANNIA INDUSTRIES LIMITED**



**RITESH RANA**  
**VICE PRESIDENT - HR**

Cc : Personal file

Accepted

Signature

Date

Britannia Industries Limited

Executive Office : Prestige Shantiniketan, The Business Precinct,

Tower C, 16th and 17th Floor, Whitefield Main Road, Mahadevapura Post,

Bangalore - 560048. Tel: 080 3940080 Fax: 080 25263265,25266063

[www.britannia.co.in](http://www.britannia.co.in)

CIN : L15412WB1918PLC002964

Registered Office : 5/1A, Hungerford Street,  
Kolkata - 700 017, West Bengal

**Renuka Datta Shejule**  
**HR Officer**  
**Officer Grade IV**

| Details of Remuneration         |  | Monthly<br>(in Rs.) | Annual<br>(in Rs.) |
|---------------------------------|--|---------------------|--------------------|
| <b>Cash Salary</b>              |  |                     |                    |
| Basic Salary                    | 54% of Total Gross Component   | 16552.71            | 198632.52          |
| House Rent Allowance            | 50% of Basic   | 8276.36             | 99316.26           |
| Personal Allowance              | Balancing Figure   | 0                   | 0                  |
| Conveyance Allowance            | NA   | 0                   | 0                  |
| Children's Education Allowance  | Allowance gives a tax benefit of Rs. 200 per month   | 0                   | 0                  |
| Children's Hostel Allowance     | Allowance gives a tax benefit of Rs. 600 per month   | 0                   | 0                  |
| Special Payment/Bonus           | Statutory Bonus payment mandated by Law  | 2876.06             | 34512.77           |
| <b>Total</b>                    |  | <b>27705.13</b>     | <b>332461.55</b>   |
| <b>Cash Benefits</b>            |  |                     |                    |
| Domiciliary Medical             | NA   | 0                   | 0                  |
| Meal Voucher                    | Is given to Employees as a Food Voucher  | 0                   | 0                  |
| Leave Travel Assistance         | Travel expenditure actually incurred as supported by Vouchers with minimum 4 days of Privilege Leave taken is eligible for Tax Benefit under the IT Act. The balance allowance is treated as cash and taxed  | 0                   | 0                  |
| <b>Total</b>                    |  | <b>0</b>            | <b>0</b>           |
| <b>Retirement Benefits</b>      |  |                     |                    |
| Employer's Contribution to PF   | <b>13% of Basic Salary</b><br>The Employee contributes 12% of Basic Salary to the PF A/c. This contribution is made by deducting the amount from monthly salary. The Company also makes a contribution of 13% of Basic Salary (including EPF, EPS, EDLI & Admin Charges) | 2151.85             | 25822.23           |
| Employer's Contribution to ESIC | 3.25% of Gross CTC (defined as per the ESIC eligibility)   | 0                   | 0                  |
| Gratuity                        | <b>4.81% of Basic Salary</b><br>It will be Gratuity as per Payment of Gratuity Act.  | 796.19              | 9554.22            |
| <b>Total</b>                    |  | <b>2948.04</b>      | <b>35376.45</b>    |



|  |  |                 |               |
|--|--|-----------------|---------------|
| <b>Total Gross Cost(TGC)</b>                 |  | <b>30653.17</b> | <b>367838</b> |
| <b>Others</b>                                |  |                 |               |
| Annual Performance Bonus                     | Performance Linked Variable Pay is as per Company's Policy which may entail changes from time to time.   | 1000            | 12000         |
| Group Term Life & Accident Insurance Premium | This is a premium paid by the Company to its Employees under Group Medclaim (GMC), GTL (Group Term Life Insurance) & Group Personal Accident (GPA) | 846.83          | 10162         |
| Medical Insurance Domiciliary cover          | This amount can be claimed through the insurance on incurrence of the same. This will be as per the terms and conditions of the Insurance policy   | 0               | 0             |
| <b>Total</b>                                 |  | <b>1846.83</b>  | <b>22162</b>  |
| <b>Hypothetical Cost to Company(CTC)</b>     |  | <b>32500</b>    | <b>390000</b> |

**Note:**

"Please note that your appointment is subject to positive reference checks provided by yourself and Britannia Industries Limited internal investigating agency. These checks are carried out pre and post joining. In case the same is not your favour at any point of your tenure with us (pre and post joining), the organisation reserves the rights to revoke your employment with us."

Ref No: 16919447

14-Jun-2021

Madhusudan Wani



Dear **Madhusudan**,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Programmer Analyst** with **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"). Your place of posting will be **Pune**.

Your annual total compensation will be **INR 380,000**. This includes an annual incentive target of **INR 20,000**. This amount may vary depending on individual and company performance. Please see **Compensation and Benefits** for additional details on your compensation. Cognizant has considered 0 months of your experience as relevant in this offer, which will be kept up-to-date in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Employment Agreement**, as well as any rules, regulations and practices currently in place at the time of employment.

We request that you join us on or before **25-Jun-2021**.

Please note:

- This offer is subject to satisfactory professional reference checks
- This offer is valid for three (3) months from the date of offer. Any extension shall be at the discretion of Cognizant and shall be communicated to you in writing
- Prior to beginning work with Cognizant, you must provide evidence of your right to work in India and other documentation requested by Cognizant

We are delighted to welcome you to the team! You are joining Cognizant at an exciting time, and we know your fresh thinking and expertise will help us accomplish great things.

If you have any further questions or need clarification on this offer, please feel free to contact us.

Best regards,

For **Cognizant Technology Solutions India Private Limited** ("**Cognizant**"),

Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

**Signature:**

**Date:**

### Compensation and Benefits

**Name:** Madhusudan Wani **Designation:** Programmer Analyst

| 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*   | 7350    | 88,200         |
|         | <b>Annual Gross Compensation</b>   |         | <b>360,000</b> |
|         | Incentive Indication (per annum)**   |         | 20,000         |
|         | <b>Annual Total Compensation</b>   |         | <b>380,000</b> |
|         | Company's contribution towards benefits (Medical, Accident and Life Insurance) |         | 19,500         |
|         | <b>Annual Total Remuneration</b>   |         | <b>399,500</b> |

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

- Floating medical insurance coverage
- Round-the-clock group personal accident insurance coverage
- Group term life insurance coverage
- Employees' compensation insurance benefit as per the Employee's Compensation Act
- Gratuity on separation after four (4) years and 240 calendar days of continuous service, payable as per the Payment of Gratuity Act

#### Leave and vacation:

- From your date of joining, you will be entitled to the following leave amounts as per your eligibility in line with statutory requirements. Leaves require manager approval in advance.

#### Category of Leave

- Earned Leave – 18 days
- Sick Leave – 12 days
- Casual Leave – 6 days
- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit (Amendment) 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 India Leave Policy.



## # Provident Fund Wages:

For the purpose of computing contributions to the Provident Fund, Pension Fund and EDLI Scheme, "Monthly Gross Salary" as stated in "Compensation and Benefits" of this letter, excluding "Advance Statutory Bonus" and "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.

## Employee State Insurance (ESI):

Eligible Wages Eligibility for ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF and ESI contribution from the monthly Gross Compensation (AGC/12) as stated in Compensation and Benefits of this letter.

Earned ESI Wages: Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month, including any recurring (or) ad hoc special payouts during the month.

ESI contribution shall continue until the end of the contribution period (April – September and October – March), if the associate contributes for at least one month in the contribution period.

## \* Flexible Benefit Plan:

Your compensation has been structured to ensure that you can apportion components of your salary to suit your individual preferences. This plan will enable you to

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

**\*\* Advance Statutory Bonus** is in line with the provisions of the Payment of Bonus Act

## \*\* Incentive target:

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

## 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. The Annual Gross Compensation will remain the same
- Cognizant has made this offer in good faith after expending significant time and resources during the hiring process. We hope you will join us, but recognize 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 decide not to join us after signing the offer letter, Cognizant reserves the right not to consider you for future career opportunities with 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 14-Jun-2021 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 shall, unless counter to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Madhusudan Wani, \_\_\_\_ (Age) ,residing at \_\_\_\_\_  
(hereinafter referred to as "you," "your" or "yourself," which shall, unless counter 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 honor 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 requirements. 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 are private, business sensitive, confidential and/or proprietary (together, "Confidential Information"). You are obliged to keep this 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 a breach. The obligations imposed upon you under this clause 4 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, 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 the 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 communicated 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 accordance with any applicable laws currently in place. Any changes to be made to the above work timing 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. Shift timing may change from time to time as per any Company policy, and will be communicated to you in advance.

d) Your working hours shall be monitored by the Company through appropriate systems and processes, as updated from time to time. You are expected to comply with these processes and policies at all times.

## **7. Background Check**

Your employment with Cognizant is conditional and subject to satisfactory background and reference checks in line with Company 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 a 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, if your background verification report is found to be unfavorable or unsuccessful after you join the Company, the Company reserves the right to terminate your employment.

## **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. Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will 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 that 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 them carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines or

processes, please reach out to your HR talent manager. It is your responsibility stay 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

d. 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 client needs, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/training and up-skilling opportunities. 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 three (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 employment with 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, embezzlement, misappropriation, misuse or causing damage to the Company's assets/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 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 4, 5, 9 and 11 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 our 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 the 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 the Company, its affiliates and their employees, contractors or clients without the 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 the 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****Madhusudan Wani**

Suresh Bethavandu  
**Global Head-Talent Acquisition**

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

**Signature:****Date:**



**ENDURANCE  
ENDURANCE TECHNOLOGIES LIMITED**

Plot No. : E-4 & E-21, Sanand GIDC Phase - II,  
Sanand - 382110, Ahmedabad, Gujarat  
Website: [www.endurancegroup.com](http://www.endurancegroup.com)  
CIN No. : L34102MH1999PLC123296

**Prafulla Akhare**

At Post- Pahurjira, Tq Shegaon  
Dist Buldhana-444312.

**23<sup>rd</sup> Feb 2021**

**Sub: OFFER LETTER**

**Dear Mr. Akhare,**

This has reference to your interview had with us; we are pleased to offer you the position of 'Engineer' in **O-1 Grade** in our **Maintenance Department** under **Sanand Payroll Plant** based at **Sanand, Maharashtra.**

You may refer to the following guidelines, with regard to this offer:

- 1 You will be on Probation initially for a period of Six months.
- 2 As indicated, you will join us on **16<sup>th</sup> March 2021**. A detailed letter of governing terms of your employment will be issued to you on your joining.
3. The remuneration details as deliberated and agreed upon are attached as per the annexure.
4. You are requested to bring along with you following documents at the time of joining.
  - A) Certificates indicating educational qualifications.
  - B) Three recent passport size photographs.
  - C) Relieving certificate from the present employer
  - D) Experience certificate of all previous employers
  - E) Proof of Last salary drawn

You are requested to sign the duplicate copy of this letter and return it to us indicating your acceptance of this offer.

This Offer Letter is subject to your clearing the Medical fitness test & reference check.

We look forward for your being on board and wish a mutually beneficial career.

Thanking you,

**For ENDURANCE TECHNOLOGIES LTD.**

**MANOJ RAJIMWALE  
CHIEF HUMAN RESOURCE OFFICE**







| <u>Salary Compensation</u>  |                                      |                   |                    |
|---|--------------------------------------|-------------------|--------------------|
| <b>Name</b>   | <b>Prafulla Akhare</b>               | <b>Department</b> | <b>Maintenance</b> |
| <b>Designation</b>  | <b>Engineer</b>                      | <b>Grade</b>      | <b>O1</b>          |
| <b>Reporting To</b>   | <b>HOD</b>                           |                   |                    |
| <b>Plant Location</b>   | <b>Sanand</b>                        |                   |                    |
| Sr. No  | Details                              | Rs.               |                    |
| <b>A</b>  | <b>Monthly Components</b>            |                   |                    |
| 1   | Basic Salary (40% of Guaranteed CTC) | 10773             |                    |
| 2   | HRA (50% of Basic)                   | 5386              |                    |
| 3   | Transport Allowance                  | 1600              |                    |
| 4   | Child Education Allowance            | 800               |                    |
| 5   | Monthly Incentive                    | 4173              |                    |
| 6   | Medical Reimbursement                | 500               |                    |
| 7   | Washing Reimbursement                | 500               |                    |
|   | <b>Monthly Total</b>                 | <b>23732</b>      |                    |
|   | <b>Annualised Total of (A)</b>       | <b>284782</b>     |                    |
| <b>B</b>  | <b>Annual Payments</b>               |                   |                    |
| 1   | Bonus *                              | 16800             |                    |
|   | <b>Annualised Total of (B)</b>       | <b>16800</b>      |                    |
| <b>C</b>  | <b>Benefits</b>                      |                   |                    |
| 1   | Provident Fund                       | 21600             |                    |
|   | <b>Annualised Total of (C)</b>       | <b>21600</b>      |                    |
| <b>D</b>  | <b>Guaranteed CTC (A+B+C)</b>        | <b>323182</b>     |                    |
| <b>E</b>  | <b>Other Benefits</b>                |                   |                    |
| 1   | Gratuity * (@4.81% of Basic)         | 6218              |                    |
| 2   | Group Accident Insurance (for self)  | 600               |                    |
|   | <b>Annualised Total of (E)</b>       | <b>6818</b>       |                    |
|   | <b>Gross CTC (D+E)</b>               | <b>330000</b>     |                    |
| *Payment of Bonus and Gratuity subject to the fulfillment of conditions under the Payment of Bonus Act, 1965 and the Payment of Gratuity Act, 1972 respectively |                                      |                   |                    |

For ENDURANCE TECHNOLOGIES LTD.

**MANOJ RAJIMWALE**  
**CHIEF HUMAN RESOURCE OFFICE**