



GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY

Established 1941

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(2015)

73, Abinash Chandra Banerjee Lane

Kolkata-700010

West Bengal, India

E-mail: gcctwb@gmail.com

*Placement Offer
Letters*

of

Departments of

Ceramic Technology,

Information Technology

&

Computer Science and Engineering

for

*Government College of Engineering and
Ceramic Technology*



28-Jan-2022

Dear Debsmita Banerjee,
B.Tech, Computer Science & Engineering
Government College of Engineering and Ceramic Technology, Kolkata

Candidate ID – 19928175

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 **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

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, if offered to you:

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 (If offered to you):

- 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
- c) There would be zero tolerance to malpractices and misconduct during Internship 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 terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- 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 enrolment 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.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Debsmita Banerjee, 22, 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

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 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

Debsmita Banerjee

Sign: _____

Sign: _____

Name:

Name:

CONTRACTOR AGREEMENT

REF: 3v242yw

This Contractor Agreement ("**Agreement**") is entered into as of May 15, 2023 (the "**Effective Date**"), between:

ScaleTech Ltd, a Limited company (LTD) having its principal place of business/Headquarters at Garden Flat, 33 Thornhill Crescent LONDON N1 1BJ United Kingdom, email address: jack@lounge.live, registered in United Kingdom under the number 13776986 ("**Client**"), and

[CONTRACTOR_NAME], an individual whose address is [CONTRACTOR_INDIVIDUAL_ADDRESS], email address: [CONTRACTOR_EMAIL] ("**Contractor**")

- A. The Client is looking for a professional with the professional skills to carry out the activities listed in the Statement of Work from time to time executed between the Parties and attached hereto.
- B. The Contractor declares that the Contractor possesses the necessary professionalism, having gained considerable experience in the field and declares that the Contractor is willing to carry out the activities listed in the Statement of Work that the Client intends to entrust to the Contractor in total autonomy.
- C. The Parties intend to establish a collaboration of an autonomous nature, both from a formal and substantial perspective, excluding as of now any intervention by Client regarding the modalities of performance and the time of execution of the Service to be carried out and any exclusive obligation on the part of the Contractor.
- D. The present Contract excludes any subjection to the power of direction or control of the personnel with whom, by reason of the Service, the Contractor may come into contact.

Client and Contractor desire to have Contractor perform services for Client, subject to and in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, the parties agree as follows:

1. SERVICES

1.1 Statements of Work. From time to time, Client and Contractor may execute one or more statements of work, substantially in the form attached hereto as Exhibits, detailing the specific services to be performed by Contractor (as executed, a *“Statement of Work”*). Each Statement of Work will expressly refer to this Agreement, will form a part of this Agreement, and will be subject to the terms and conditions contained herein. A Statement of Work may be amended only by a signed (by each party’s authorized signatory) and written agreement of the parties.

1.2 Performance of Services. Contractor will perform the services described in each Statement of Work (the *“Services”*) in accordance with the terms and conditions set forth in each Statement of Work and this Agreement. Unless otherwise agreed by Client, Contractor will determine, in Contractor’s sole discretion, the manner and means by which the Services are accomplished, subject to the requirement that Contractor will at all times comply with applicable law and any compliance policies drawn to Contractors’ attention, insofar as they are applicable to independent contractors.

1.3 Equipment and Facilities. Unless otherwise provided in a Statement of Work, Contractor will perform the Services at Contractor’s offices or facilities, using Contractor’s instruments, equipment and tools. Contractor will determine the time, place and order in which Contractor will perform the Services in accordance with any milestones and/or timeline set forth in a Statement of Work.

1.4 Subcontractors. Contractor may appoint a suitably skilled substitute in replacement of the initial personnel and shall be entitled to subcontract the performance of the Services, provided that Client is satisfied that the sub-contractor possesses the necessary skills, expertise and resources to perform those elements of the Services and that Contractor ensures the substitute or subcontractor will abide by the same obligations Contractor is subject to under the terms of this Agreement regarding confidentiality, intellectual property, data protection, anti-bribery, anti-corruption, anti-tax avoidance; if so required, Contractor will ensure that the subcontractor or substitute enters into direct undertakings with Contractor regarding these obligations. Contractor will continue to be bound by all the obligations in this Agreement and will invoice Client and be responsible for the remuneration of the substitute or subcontractor. Contractor will keep Client fully and effectively indemnified against any reasonable costs, claims or expenses that may be incurred by it as a result of the use of such subcontractors including the reasonable cost of all instruction (necessitated by the subcontracting) for the sub-contractor.

2. PAYMENT

2.1 Fees. As Contractor's sole compensation for the performance of Services, Client will pay Contractor the fees specified in each Statement of Work in accordance with the terms set forth therein. Contractor acknowledges and agrees that, if specified in a Statement of Work, Client's payment obligation will be expressly subject to Contractor's completion of Services provided therein or achievement of certain milestones to Client's reasonable satisfaction.

2.2 Expenses. Unless otherwise provided in the Statement of Work, Client will reimburse Contractor for reasonable travel and related expenses incurred in the course of performing the Services hereunder, provided, however, that any such expenses will be approved in advance in writing by Client. As a condition to receipt of reimbursement, Contractor will submit to Client reasonable evidence that the amount involved was both reasonable and necessary to the Services provided under this Agreement.

2.3 Payment Terms. The payment terms will be set forth in the Statement of Work. The parties will use their respective commercially reasonable efforts to promptly resolve any payment disputes.

2.4 Client acknowledges that Contractor has appointed Deel, Inc, a Delaware registered company having its headquarters at 425 1st St, 94105, San Francisco, California, United States ("**Deel**") as Contractor's limited payment agent for the purpose of facilitating the receipt of payments made by Client for services provided in connection with this Agreement and each Statement of Work using a payment method supported by Deel or by one of Deel's Payment Service Providers, and the disbursement of those payments to Contractor.

2.5 Client agrees to make all payments to Contractor using one of the payment methods supported by the Deel platform. Client and Contractor represent and warrant that they have carefully read, understood and accepted the Deel platform terms and conditions (the "**Deel Terms and Conditions**") available on the Deels' website (www.letsdeel.com/terms). In the event of any conflict between this Agreement and the Deel Terms and Conditions, this Agreement will govern. Both parties acknowledge that acceptance of the Deel Terms and Conditions by each party is a precondition to entering into this Agreement.

2.6 The Contractor agrees that she/he will arrange to undertake all necessary steps to be compliant under Indian Goods and Services Tax ("GST") laws. This will include obtaining GST registration, timely issuance of invoices and other documents in the prescribed formats, timely payment of GST, submission of periodic returns and other statutory

compliances prescribed under the GST Laws, with respect to any and all transactions with the Client.

3. RELATIONSHIP OF THE PARTIES

3.1 Independent Contractor. Contractor's relationship with Client will be that of an independent contractor acting as a service provider to Client, and not that of an employee, worker, agent or partner of Client.

Nothing in this Agreement shall make the Contractor an employee of the Client or any of its affiliates. The Contractor shall account for its income tax, value added tax and social security contributions to the appropriate authorities as mentioned above.

Contractor will not be entitled to any statutory benefits payable to employees or workers by law, or otherwise any benefits paid or made available by Client to its employees or workers, including, without limitation, any retirement or pension benefits, social security contributions, provident fund or gratuity payments; vacation, holiday, or illness payments; participation in any plans, arrangements or distributions made by Client pertaining to any bonus, stock options, profit sharing, insurance or similar benefits; or any other end-of-service benefits payable to an employee or worker.

3.2 No Authority. Contractor will have no authority to enter into agreements that bind Client or create obligations on the part of Client without the prior written authorization of Client. Contractor will not hold itself out as being an employee, agent, partner or assignee of Client, as having any authority to bind Client or to incur any liability on behalf of Client, and will make such absence of authority clear in its dealings with any third parties. Any act of the Contractor on behalf of Client which may be regarded as over and above the duties and responsibilities as provided in the Statement of Work or this Agreement, shall be deemed to be unauthorised, unlawful and the Contractor shall be personally liable for the same.

3.3 Status. This Agreement is one for the provision of services and not a contract of service or employment, and accordingly, Contractor will be solely responsible for (a) payment of all taxes, salaries, benefits, national insurance premiums, social security contributions, withholding taxes, workers' compensation, unemployment and disability insurance, and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the performance of the Services required by any government agency or any other competent authority; and (b) compliance with all applicable labor and employment requirements including but not limited to compliance with the Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, the Employees State Insurance Act, 1948, the

Employees Compensation Act, 1923, the Payment of Gratuity Act, 1972, the Payment of Bonus Act, 1965, the Contract Labour (Regulation and Abolition) Act, 1970, the Maternity Benefit Act, 1961, the Equal Remuneration Act, 1976, the state Labour Welfare Fund and Professional Tax Act and the applicable Shops and Commercial Establishment Act, etc. with respect to Contractor's self-employment, sole proprietorship or other form of business organization. Contractor will report to all applicable government agencies as income all compensation received by Client pursuant to this Agreement. Contractor will ensure that none of its employees hold themselves out as being the employees of Client or having any authority at any time to bind Client, or otherwise attempt to claim any employment or other relationship with Client.

3.4 Liability. Contractor will be liable for and will indemnify Client for any loss, liability, costs, (including reasonable fees and expenses of attorneys and other professionals), penalties, damages and expenses arising from any breach of the terms of this Agreement and/or any applicable Statement of Work (including its data protection provisions) by Contractor or by a subcontractor engaged by Contractor of the terms of this Agreement (including in relation to data protection obligations) or any other action or inaction by or for or on behalf of Contractor. Contractor will accordingly maintain in force suitable insurance policies. Contractor acknowledges that Client will not carry any liability insurance on behalf of Contractor. Contractor will provide promptly copies of such insurance obtained on reasonable request.

3.5 Indemnification by Contractor. Contractor will indemnify and hold Client harmless from and against all damages, liabilities, losses, penalties, fines, expenses and costs (including reasonable fees and expenses of attorneys and other professionals) arising out of or relating to any obligation imposed by any government authority and/or court of law on Client to pay any withholding taxes, social security, unemployment or disability insurance, employees' retirement and/or pension benefits or similar items in connection with compensation received by Contractor pursuant to this Agreement. In the event of any violation by Contractor of applicable law related to this Section 3.5, Contractor will indemnify Client for and in respect of:

- a. payment of all taxes, salaries, benefits, national insurance premiums, social security contributions, withholding taxes, workers' compensation, unemployment and disability insurance, employees' retirement and/or pension benefits and any other liability, deduction, contribution, assessment or claim arising from or made in connection with the performance of the Services required by any government agency; except where recovery by Client pursuant to this Section 3.5 is prohibited by law; and all reasonable costs, expenses, penalties, fines or interest incurred or payable by Client in connection with or in consequence of Contractor's failure to pay

any amounts due and owing to any government agency; except where Contractor's failure to pay was caused directly by Client's negligence or intentional misconduct; and

- b. any liability arising from any employment-related claim or any claim based on worker status (including reasonable fees and expenses of attorneys and other professionals) brought by Contractor or any subcontractor against Client arising out of or in connection with the provision of the Services.

3.6 Set-off. Client may, in its sole discretion, satisfy any of the indemnities set forth in this Section 3.5 (in whole or in part) by way of deduction from any payments due to Contractor.

3.7 No expectation of renewal. Contractor agrees that they have no expectation that this Agreement will be renewed at the expiry of the Contract Period and no representation regarding the renewal shall be valid and binding on Client unless recorded in writing and signed by both Parties

4. OWNERSHIP

4.1 Disclosure of Work Product. Contractor will, as an integral part of the performance of Services, disclose in writing to Client all inventions, products, designs, drawings, notes, documents, information, documentation, improvements, works of authorship, processes, techniques, know-how, algorithms, specifications, biological or chemical specimens or samples, hardware, circuits, computer programs, databases, user interfaces, encoding techniques, and other materials of any kind that Contractor (or any subcontractor) may make, conceive, develop or reduce to practice, alone or jointly with others, or learned, in whole or in part, by or for or on behalf of Contractor during the term of this Agreement that relate to the subject matter of or arise out of or in connection with performing Services, or that result from or that are related to such Services, whether or not they are eligible for patent, copyright, mask work, trade secret, trademark or other legal protection (collectively, "**Contractor Work Product**"). Contractor Work Product includes all deliverables that Contractor has undertaken to provide Client in the course of performing the Services

4.2 Ownership of Contractor Work Product. Contractor agrees that all Contractor Work Product will be the sole and exclusive property of Client. Contractor hereby irrevocably transfers and assigns to Client, and agrees to irrevocably transfer and assign to Client, all right, title and interest in and to Contractor Work Product, including all worldwide patent rights (including patent applications and disclosures), copyright rights, mask work rights, trademarks, trade secret rights, know-how, and any and all other intellectual property or proprietary rights (collectively, "**Intellectual Property**") therein. At Client's request and

expense, during and after the term of this Agreement, Contractor will assist and cooperate with Client in all respects, and will execute documents, and will take such further acts reasonably requested by Client to enable Client to acquire, transfer, maintain, perfect and enforce its Intellectual Property and other legal protections for Contractor Work Product. Contractor hereby appoints the officers of Client as Contractor's attorney-in-fact to execute documents on behalf of Contractor for this limited purpose, and agrees to execute a separate power of attorney for this purpose if instructed to do so by Client. The Contractor agrees that, notwithstanding the provisions of Section 19(4) of the (Indian) Copyright Act, 1957, any assignment of the Intellectual Property by the Contractor shall not lapse nor shall the rights assigned or licensed (as the case may be) revert to the Contractor, even if Client does not exercise the rights under the assignment within a period of one year from the date of such assignment or licence. The Contractor waives any right to raise, and agree not to raise, any objection or claim before the Indian Copyright Board with respect to the assignment pursuant to Section 19A of the (Indian) Copyright Act, 1957. The Contractor shall not retain any right to use any Contractor Work Product assigned under this clause and hereby agrees not to challenge the validity of any such assignment. If any intellectual property right under this Agreement cannot be assigned under law, the Contractor, hereby irrevocably and unconditionally waives the enforcement of such rights and all claims and/or causes of action of any kind against Client in respect thereof.

4.3 Moral Rights. To the fullest extent permitted by applicable law, Contractor also hereby irrevocably transfers and assigns to Client, and agrees to irrevocably transfer and assign to Client, and waives and agrees never to assert, any and all Moral Rights (as defined below) that Contractor may have in or with respect to any Contractor Work Product, during and after the term of this Agreement. "**Moral Rights**" mean any right to which Contractor is now or may be at any future time be entitled to claim authorship of a work, to object to or prevent the modification or destruction of a work, to withdraw from circulation or control the publication or distribution of a work, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is called or generally referred to as a "moral right."

4.4 Related Rights. To the extent that Contractor owns or controls (in the present or in the future) any patent rights, copyright rights, mask work rights, trade secret rights, trademarks or any other intellectual property or proprietary rights that may block or interfere with, or may otherwise be required for, the exercise by Client of the rights assigned to Client under this Agreement (collectively, "**Related Rights**"), Contractor hereby grants or will cause to be granted to Client a non-exclusive, royalty-free, irrevocable, perpetual, transferable, worldwide license (with the right to sublicense) to make, have made, use, offer to sell, sell, import, copy, modify, create derivative works based upon, distribute, sublicenses, display, perform and transmit any products, software, hardware,

methods or materials of any kind that are covered by such Related Rights, to the extent necessary to enable Client to exercise all of the rights assigned to Client under this Agreement.

4.5 Contractor acknowledges that except as provided by law, no further fees or compensation other than those provided for in this Agreement are due or may become due to Contractor in respect of the performance of the obligations under this section 4.

4.6 Nothing contained in this Agreement will be construed to preclude Client from exercising any and all of its rights and privileges as sole and exclusive owner of all of the Intellectual Property owned by or assigned to Client under this Agreement. Client, in exercising such rights and privileges with respect to any particular item of Intellectual Property, may decide not to file any patent application or any copyright registration on such Intellectual Property, may decide to maintain such Intellectual Property as secret and confidential, or may decide to abandon such Intellectual Property, or dedicate it to the public. Contractor will have no authority to exercise any rights or privileges with respect to the Intellectual Property owned by or assigned to Client under this Agreement.

4.7 Exploitation. If any part of the Services or Intellectual Property or information provided hereunder is based on, incorporates, or is an improvement or derivative of, or cannot be reasonably and fully made, used, reproduced, distributed and otherwise exploited (collectively, "Exploited") without using or violating technology or intellectual property rights owned by or licensed to Contractor (or any person involved in the Services) and not assigned hereunder, Contractor hereby grants Client and its successors a perpetual, irrevocable, worldwide royalty-free, non-exclusive, sublicensable right and license to fully Exploit and exercise all such technology and intellectual property rights in support of Client's exercise or exploitation of the Services, Intellectual Property, other work or information performed or provided hereunder, or any assigned rights (including any modifications, improvements and derivatives of any of them).

5. CONFIDENTIAL INFORMATION

5.1 Definition of Confidential Information. For purposes of this Agreement, all information Client provides to Contractor whether or not such information is marked "confidential", all information pertaining to the Services performed by Contractor, all Contractor Work Product, Client's Intellectual Property, this Agreement, and all information regarding Client's business, including, without limitation, the identity of Client, will be deemed and treated as strictly confidential, non-public information ("**Confidential Information**") unless and until Client specifically authorizes Contractor in writing that any such information may be treated as public. Except as specifically required by law, Contractor may disclose Confidential Information only with Client's prior written consent. Contractor will have no authority to disclose Confidential Information except in accordance with this section. Information already or generally available to the public (other than as a result of Contractor's breach of these provisions) will not be considered Confidential Information.

5.2 Economic Value of Confidential Information. Contractor acknowledges that Confidential Information has independent economic value, actual or potential, that is not generally known to the public or to others who could obtain economic value from its disclosure or use, and that the Confidential Information is subject to a reasonable effort by Client to maintain its secrecy and confidentiality. Except as essential to Contractor's obligations under this Agreement, Contractor will not disclose any information pertaining to this Agreement, the terms of this Agreement, or any of the Confidential Information. Except as essential to Contractor's obligations pursuant to their relationship with Client, Contractor will not make any duplication or other copy of Client's Confidential Information.

5.3 Non-Use and Non-Disclosure. Contractor will not, during or subsequent to the term of this Agreement, use Client's Confidential Information for any purpose whatsoever other than the performance of the Services on behalf of Client. Contractor will neither deliver, reveal, nor report any Confidential Information obtained or created pursuant to this Agreement, to any federal, state or local government body or agency, or to any other person or entity, public or private, without (i) express prior written permission of Client, or (ii) a court or administrative order requiring disclosure. In the event that Contractor forms the opinion that it is required by applicable law to disclose any of Client's Confidential Information, or is served with a witness summons, subpoena, or court or administrative order requiring disclosure of any Confidential Information, Contractor will, prior to making such disclosure, immediately notify Client in writing, and will, in accordance with Client's direction, respond, appeal or challenge such witness summons, subpoena, or court administrative order, prior to disclosure, and will cooperate fully with Client in responding to, appealing or challenging any such witness summons, subpoena, or court or administrative order; except that this Section 5.3 will not apply where Contractor is required by law to disclose Client's

Confidential Information without notice to Client. Neither Contractor nor Contractor's related entities, or subcontractors, nor their respective employees will disclose any Confidential Information to any third party, nor will they use or allow the use of any Confidential Information, to further any private interest other than as contemplated by this Agreement. Contractor will take appropriate measures to ensure the confidentiality and protection of all Confidential Information and to prevent its disclosure or its inappropriate use by Contractor or its subcontractors, or by Contractor's or its subcontractors' respective employees or related entities. Contractor's obligations under this Section shall survive the expiration or termination of this Agreement.

5.4 Former or Concurrent Client's Confidential Information. Contractor agrees that Contractor will not, during the term of this Agreement, improperly use, disclose, or induce Client to use any confidential information of any third party including, but not limited to, any former or concurrent client of Contractor. Contractor will not bring onto the premises or devices of Client any confidential information belonging to any third party. Contractor will indemnify Client and hold it harmless from and against all claims, liabilities, damages and expenses (including reasonable legal fees, expenses and costs) arising out of or in connection with any violation or claimed violation of a third party's rights resulting in whole or in part from the Client's use of such third party's confidential information by Contractor in connection with Contractor's fulfillment of its obligations under this Agreement.

5.5 Third Party Confidential Information. Contractor recognizes that Client has received and may receive, in the future, confidential information of third parties subject to a duty on the Client's part to maintain the confidentiality of such information and to use it only for certain limited purposes. Contractor agrees: (a) that Contractor owes Client and any such third party, during the terms of this Agreement and thereafter, a duty to hold all such confidential or proprietary information in the strictest confidence; (b) to treat any such third-party confidential information as if it was Client's Confidential Information; and (c) not to disclose it to any person, firm, corporation or other entity or to use it except as necessary in carrying out the Services for Client consistent with Client's agreement with such third party.

5.6 Return of Materials. All documents and other tangible objects containing or representing Confidential Information and all copies thereof that are in the possession of Contractor will be and remain the property of Client, and Contractor will promptly return such Confidential Information and all copies thereof (including electronic copies) to Client upon termination or/and expiration of this Agreement or upon Client's earlier request, whichever the earlier. Contractor shall not keep any copies of the above materials, and once returned to Client in full, Contractor shall delete or destroy any copies which have remained in its possession.

6. DATA PROTECTION

6.1 To the extent that the nature of the Services requires Contractor to process Personal Data (as defined below), Contractor will (and procures that any subcontractor will) process all Personal Data in accordance with, where and as applicable, the General Data Protection Regulation 2016/679 under European Union law ("**GDPR**") on data protection and privacy, the California Consumer Privacy Act ("**CCPA**"), data protection legislation of the United Kingdom, Information Technology Act, 2000 ("IT Act") and the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 ("Data Protection Rules") and all other applicable data protection laws (collectively, the "**Data Protection Laws**"). "**Personal Data**" will have the meaning set forth in Article 4 of the GDPR, or as such term is defined under the laws of any territory with jurisdiction over this Agreement related to the protection of Personal Data.

6.2 Contractor will fully comply with any reasonable instructions from and on behalf of Client regarding the processing of that Personal Data. The parties will inform each other immediately of any suspected or confirmed Personal Data breaches or unauthorized or unlawful processing, loss, or destruction of, or damage to Personal Data processed by a party in connection with Contractor's provision of the Services. To the extent that the Services consist of the development of software, Contractor will develop the software in compliance with Data Protection Laws.

6.3 Without prejudice to the generality of this clause relating to data protection, Contractor will and ensures that its subcontractors and employees will:

- a. cooperate fully with Client in order to enable Client to comply with its obligations under Data Protection Laws (including in relation to subject access requests, security, breach notifications, privacy impact assessments, consultations with supervisory authority or regulators);
- b. implement and maintain appropriate technical and organizational measures against unauthorized and unlawful processing of Personal Data and against accidental loss and destruction of or damage to Personal Data;
- c. process any Personal Data disclosed to Contractor by or on behalf of Client only (i) for the purposes of providing the Services; and (ii) for the purposes for which that Personal Data was obtained and is processed by Client;
- d. immediately provide such evidence of Contractor's compliance with Contractor's obligations under Data Protection Laws as Client may from time to time reasonably request; and
- e. immediately upon notification by Client, take all appropriate action to enable Client to properly comply with any request from a data subject in relation to access to and/or

rectification or erasure of Personal Data.

6.4 Contractor understands and agrees that Client may, at Client's sole discretion, carry out monitoring of the client communications facilities use by Contractor (email supplied by client, phone, mobile phone and computer communication) to monitor, prevent, detect or investigate any possible unauthorized use of Client's communications systems, wrongdoing or non-compliance with Client's practices and procedures by Contractor, its employees and subcontractors.

6.5 Client will collect and process Contractor's Personal Data in accordance with its privacy notice and applicable laws.

7. WARRANTIES

7.1 No Pre-existing Obligations. Contractor represents and warrants that Contractor (and any subcontractor) has no pre-existing obligations or commitments (and will not assume or otherwise undertake any obligations or commitments) that would be in conflict or inconsistent with or that would hinder Contractor's performance of Contractor's obligations under this Agreement.

7.2 Performance Standard and Compliance. Contractor covenants that Contractor (and any subcontractor) will perform the Services in a thorough and professional manner, consistent with high professional and industry standards by individuals with the requisite training, background, experience, technical knowledge and skills to perform Services. Any deviation in the quality of the Services will be remedied by Contractor upon written notice to this effect by Client. Contractor will (and will ensure that any subcontractor will):

- a. comply with all applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption;
- b. promptly report to Client any request or demand for any undue financial or other advantage of any kind received by Contractor in connection with the performance of this Agreement;
- c. not engage in any activity, practice or conduct which would constitute either a tax evasion facilitation offense or a foreign tax evasion facilitation offense;
- d. promptly report to Client any request or demand from a third party to facilitate the evasion of tax or any suspected tax evasion offense or facilitation of tax evasion offenses whether under local law or under the law of any foreign country, in connection with the performance of this Agreement; and
- e. comply with all applicable laws and policies notified to Contractor regarding a prohibition against discrimination, harassment and bullying; and
- f. as required, certify to Client in writing Contractor's compliance with this clause.

7.3 Non-infringement. Contractor represents and warrants that Contractor Work Product does not, and will not infringe, misappropriate or violate the proprietary rights of any third party, including, without limitation, any Intellectual Property Rights or any rights of privacy or rights of publicity, except to the extent any portion of Contractor Work Product is created, developed or supplied by Client or by a third party on behalf of Client.

7.4 Competitive Activities. Client acknowledges that Contractor provides services to other Clients. Notwithstanding the foregoing, Contractor agrees that during the term of this Agreement, Contractor will not, directly or indirectly, engage or participate in or provide services to any business that is competitive with the types and kinds of business being conducted by Client without the prior written agreement of Client; except that this Section 7.4 will not apply where prohibited by law. For the avoidance of doubt, this provision shall only be applicable during the term of this Agreement.

7.5 Non-Solicitation of Personnel. During the term of this Agreement and for a period of one (1) year thereafter, Contractor will not directly or indirectly solicit the services of any of Client's employees, workers or contractors for Contractor's own benefit or for the benefit of any other person or entity. Client will not directly or indirectly solicit Contractor's employees for Client's own benefit or for the benefit of any other person or entity or attempt to induce such employees, workers or contractors to terminate their employment/contract (whichever relevant) with Client.

8. TERM AND TERMINATION

8.1 Term. This Agreement will commence on the Effective Date and will remain in full force and effect for as long as Contractor is performing Services pursuant to a Statement of Work, unless terminated earlier in accordance with the terms of this Agreement or , a Statement of Work, or this Section 8.

8.2 Termination for Breach. Except as provided below, either party may terminate this Agreement (including all Statements of Work) if the other party breaches any material term of this Agreement and fails to cure such breach within thirty (30) days following a written notice thereof from the non-breaching party. Client may terminate this Agreement (including all Statements of Work) with immediate notice and with no liability to make any further payments to Contractor (other than in respect of amounts accrued before the Termination Date) if at any time Contractor:

- a. commits (or any of its subcontractors commits) any gross negligence or intentional misconduct affecting the business of Client, including but not limited to acts of fraud or dishonesty, material breaches of Client's code of conduct-related rules and policies insofar as they are applicable to independent contractors (including relating

- to bribery, corruption, tax evasion, data protection, equality and diversity, and health and safety);
- b. commits (or any of its subcontractors commits) any bribery offense;
 - c. commits (or any of its subcontractors commits) a local or foreign tax evasion facilitation offense;
 - d. is wound-up or declared bankrupt or makes arrangements with or for the benefit of Contractor's creditors or has a court administration order made against Contractor for the reimbursement of Contractor's creditors.

8.3 Termination for Convenience. Either party may terminate this Agreement (including all Statements of Work) at any time, without assigning any reason, upon at least twenty (20) days written notice to the other party. Client may also terminate an individual Statement of Work at any time, without assigning any reason, upon at least twenty (20) days' written notice to Contractor.

8.4 Termination of Deel Terms and Conditions. This Agreement will automatically terminate upon termination of the Deel Terms and Conditions by either party, or in the event that Deel terminates Client's or Contractor's use of the Deel platform for any reason.

8.5 Effect of Termination. Upon the expiration or termination of this Agreement for any reason: (i) Contractor will promptly deliver to Client all Contractor Work Product, including all work in progress on any Contractor Work Product not previously delivered to Client, if any, including any electronic copies thereof; (ii) Contractor will promptly deliver to Client all Confidential Information in Contractor's possession or control, including any electronic copies thereof; and (iii) Client will pay Contractor any accrued but unpaid fees due and payable to Contractor pursuant to Section 2.

8.6 Survival. The rights and obligations of the parties under Sections 2, 3, 4, 5, 6, 7.3, 7.5, 8.5, 8.6, 9 and 10 will survive the expiration, new statements of work or termination of this Agreement to the maximum period granted under the applicable law

9. LIMITATION OF LIABILITY

9.1 Nothing in this Agreement will exclude or limit either party's liability for losses incurred by the other party resulting from: death or personal injury due to the willful intent, gross negligence of the other party or that of their employees, affiliates or subcontractors; a party's fraud or fraudulent misrepresentation; a contractor breach of the warranty of non infringement under Section 7.3; or a party's breach of applicable law.

9.2 Subject to the provisions above, neither party will be liable in contract, tort (including, without limitation, negligence), pre-contract or other representations (other than fraudulent

misrepresentation) or otherwise arising out of or in connection with this Agreement for: (a) any economic losses (including, without limitation, loss of revenues, profits, contracts, data, business, anticipated savings or cost of substitute services); (b) any loss of goodwill or reputation; or (c) any special, indirect or consequential losses suffered or incurred by a party arising out of or in connection with the provisions of, or any matter under the Agreement; whether or not such losses were within the contemplation of the parties on the Effective Date.

IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR CONSEQUENTIAL DAMAGES OF ANY KIND IN CONNECTION WITH THIS AGREEMENT, EVEN IF THE PARTY HAS BEEN INFORMED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES. EXCEPT AS OTHERWISE SET FORTH IN THIS SECTION 9, EACH PARTY'S MAXIMUM LIABILITY WILL NOT EXCEED THE UNDISPUTED OUTSTANDING BALANCES OWED TO CONTRACTOR.

10. GENERAL

10.1 Assignment. Contractor may not assign, transfer or delegate this Agreement or any of the Services, in whole or in part, without Client's express prior written consent. Any attempt to assign or transfer this Agreement, without such consent, will be void. Subject to the foregoing, this Agreement will bind and benefit the parties and their respective successors and assigns.

10.2 No Election of Remedies. Except as expressly set forth in this Agreement, the exercise by Client of any of its remedies under this Agreement will not be deemed an election of remedies and will be without prejudice to its other remedies under this Agreement or available at law or in equity or otherwise.

10.3 Equitable Remedies. Client will have the right to enforce this Agreement and any of its provisions by injunction, specific performance or other equitable relief, to the extent permissible under applicable laws, without having to post a bond or other consideration, in addition to all other remedies that Client may have for a breach of this Agreement at law or otherwise.

10.4 Attorneys' Fees. If any action is necessary to enforce the terms of this Agreement, the substantially prevailing party will be entitled to reasonable attorneys' fees, costs and expenses in addition to any other relief to which such prevailing party may be entitled.

10.5 GOVERNING LAW AND JURISDICTION. THIS AGREEMENT WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF UNITED KINGDOM, EXCLUDING ITS BODY OF LAW CONTROLLING CONFLICT OF LAWS. ANY LEGAL ACTION OR

PROCEEDING ARISING UNDER THIS AGREEMENT WILL BE BROUGHT EXCLUSIVELY IN THE FEDERAL OR STATE COURTS LOCATED IN UNITED KINGDOM AND THE PARTIES IRREVOCABLY CONSENT TO THE PERSONAL JURISDICTION AND VENUE THEREIN.

10.6 Severability. If any provision of this Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement will remain in full force and effect, and the provision affected will be construed so as to be enforceable to the maximum extent permissible by law.

10.7 Waiver. The failure by either party to enforce any provision of this Agreement will not constitute a waiver of future enforcement of that or any other provision.

10.8 Notices. All notices required or permitted under this Agreement will be in writing, will reference this Agreement, and will be deemed given when delivered via e-mail. All such notices will be sent to the e-mail addresses set forth above or to such other e-mail address as may be specified by either party to the other party in accordance with this Section 10.8.

10.9 Entire Agreement. This Agreement, together with all Statements of Work, constitutes the complete and exclusive understanding and agreement of the parties with respect to its subject matter and supersedes all prior understandings and agreements, whether written or oral, with respect to its subject matter. Each party acknowledges that in entering into this Agreement it does not rely on any statement, representation, assurance or warranty that is not set out in this Agreement (including any Statement of Work). No term of any Statement of Work will be deemed to amend the terms of this Agreement unless a Statement of Work references a specific provision in this Agreement and provides that the Statement of Work is amending only that specific provision of this Agreement and only with respect to Services performed pursuant to such Statement of Work. Any waiver, modification or amendment of any provision of this Agreement will be effective only if in writing and signed by the parties hereto. Each party agrees that it will have no claim for innocent or negligent misrepresentation based on any provision of this Agreement.

10.10 No Partnership. This Agreement does not create a partnership or joint-venture relationship.

10.11 Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

10.12 Modifications. This Agreement may be modified only by a contract in writing executed by the parties to this Agreement against whom enforcement of such modification is sought.

10.13 Third-Party Rights. The parties do not intend that any term of this Agreement will be enforceable by any person who is not a party to this Agreement.

10.14 Electronic Signatures. Except where prohibited by law, the parties consent to use Deel's electronic signature service to execute this Agreement and agree that such signatures are valid and binding on the parties.

11. FORCE MAJEURE

Except with respect to payment obligations under this Agreement, no party shall be liable for, nor shall such party be considered in breach of this Agreement due to, any failure to perform its obligations under this Agreement as a result of a cause beyond its control, including any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, change in any law or regulation, fire, flood, earthquake, storm or other like event, disruption or outage of communications, power or other utility, unavailability of supplies, or any other cause, whether similar or dissimilar to any of the foregoing, which could not have been prevented by such party with reasonable care (each, a *"Force Majeure Event"*). Within 24 hours of the occurrence of a Force Majeure Event, the affected party shall notify the other party of the occurrence by sending either (i) an e-mail message, or (ii) a fax message, to the other party unless such notification is impossible due to Force Majeure event.

In addition, the affected party shall provide to the other party within seven (7) days of determining the cause of the Force Majeure Event a written explanation concerning the circumstances that caused the Force Majeure Event. The time for performance required of the affected party shall be extended by the period of such delay provided the party is exercising diligent efforts to overcome the cause of such delay.

Initially, cases of Force Majeure will suspend the execution of this Agreement. The Parties will meet or have a call within a period of seven (7) calendar days, unless this is impossible due to force majeure event, to examine the impact of the event and to agree on the conditions in which the fulfillment of the Agreement will be resumed.

If the cases of Force majeure last for more than one (1) month, this contract can be automatically terminated by the most diligent Party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

CLIENT

Signature: *Jack Symonds*

Date: May 11, 2023

CONTRACTOR

Signature: *[CONTRACTOR_SIGNATURE]*

Date: [CONTRACTOR_SIGNED_AT]

EXHIBIT A
STATEMENT OF WORK 1
REF: 3v242yw

DATE: [SIGNED_DATE]

This Statement of Work is issued under and subject to all of the terms and conditions of Contractor Agreement dated as of May 15, 2023, between Client and Contractor.

DESCRIPTION OF SERVICES

Contract name

Tap//Lounge

Scope

Assisting with the development of Lounge's codebase.

Start date

May 15, 2023

Milestones and Payment terms

Starting on May 15, 2023, The Contractor shall be paid for the work performed every month on the basis of a fixed sum of GBP4167. This amount may be paid on a pro rata basis for the first and last payment cycles. The invoice for services will be processed on the last day of the month. In case where the payment is performed via bank transfer and a cost of transfer fee applies, it will be covered by Contractor. First pay day will be May 31, 2023, which will be prorated to GBP2355.26.

Termination date

This Statement of Work may be terminated in accordance with the provisions of Section 8 of the Contractor Agreement; except that it will automatically terminate on January 1, 2025.

IN WITNESS WHEREOF, the parties have executed and agreed to this additional Statement of Work for the contract as of May 15, 2023.

CLIENT

Signature: *Jack Symonds*

Date: May 11, 2023

CONTRACTOR

Signature: *[CONTRACTOR_SIGNATURE]*

Date: [CONTRACTOR_SIGNED_AT]

REQUIRED DOCUMENTS

- Aadhar card
- Pan Card
- GST registration number and details

CONTRACT EVENT LIST

CONTRACT CREATED

May 11, 2023 at 11:06:58

Jack Symonds

82.163.196.42

CONTRACT SIGNED BY CLIENT

May 11, 2023 at 11:08:46

Jack Symonds

82.163.196.42

1

Offer Letter Body

Page 1 of 11



Reference: Persistent/Campus/1636031/3.0

Confidential

Jan 30, 2022

OGNEEV BHADRA
55 STATION ROAD WEST, NEW BARRACKPUR
DIST : NORTH 24 PARGANAS
KOLKATA 700131

Dear OGNEEV,

Subject: **Your Appointment as Software Engineer**

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

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

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

The terms and conditions of this offer for employment are:

Salary -

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

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

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

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

(as per the Company policy) –

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

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

- 100% of the amount will be paid on a monthly basis.

- If you are put on Performance Improvement Plan (PIP) or equivalent plan resulting out of 'on the job' observation of below expectation performance, company reserves the right to withhold this amount till you successfully complete the PIP. In case your PIP commences in a month and stretches over the next month then the Performance Pay shall be proportionately paid to you for each month for the period you were not under the PIP.

- If you are found to be not in compliance with various internal policies / guidelines / requirements within the timelines specified in the respective policies / guidelines / requirements, company reserves the right to withhold this amount every month you remain non-compliant. Such deducted performance pay would be returned to you once you are found to be in compliance, in all respects.

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

- a. The offer is valid till the date of joining decided by the Company.
- b. Please send us your acceptance of the offer on or before **February 12, 2022**.
- c. This offer for employment is subject to you passing your graduation/post-graduation without keeping any backlogs. You will ensure to update the Company about exam results.
- d. Upon acceptance of this offer letter, your employment with the Company will be effective from the date of your joining the Company.
- e. As per the business requirement, kindly take the following actions:
 - i. You are required to fill the Background Check Form and submit the filled form along with necessary documents to the HR person at the time of joining
 - ii. Register with National Skills Registry (NSR an Initiative by NASSCOM) within the time line stipulated by the Company.

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

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

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

2. Work Location

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

3. Increments and Promotion

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

4. Probationary Period

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

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

5. Recovery of Expenses

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

6. Notice Period

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

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

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

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

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

7. Medclaim Insurance Policy

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

8. Retirement

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

9. Rules and Regulations

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

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

10. Invention Assignment and Confidentiality Undertaking

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

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

11. Code of Conduct

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

12. Working Days

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

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

13. Information and Security

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

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

14. No Conflict

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

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

15. Dispute Resolution

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

16. Transit Accommodation

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

17. Joining Formalities

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

Pune

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

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

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

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure to and forming part of this letter:

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

Acceptance of the offer

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

Date:

Signature:

SALARY BREAK-UP SHEET (Annexure – A)Date: **Jan 30, 2022**Grade: **3.0**Location: **Pune**Name: **OGNEEV BHADRA**Designation: **Software Engineer**

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

#Provident Fund Contribution Option:

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

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

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

Yours sincerely,

For Persistent Systems

Kalpana Kudlingar

Head - Campus Talent Acquisition

Annexure-B

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

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

Following facilities are available at certain locations

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

****Food**

- Lunch, Snacks

*** Insurance Policy**

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

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

Annexure – C
Guidelines for Joining Process

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

1) System Entries

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

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

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

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

2) Upload Documents

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

Please upload documents in PDF format only.

Valid documents for each category are:

a) Identity proof: Any one of the below

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

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

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

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

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

d) Educational Information: All documents (as applicable)

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

e) Professional Information: (As applicable)

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

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

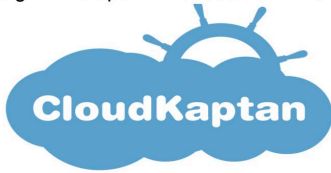
g) Pan Card (Mandatory)

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

Persistent Systems Limited, Bhageerath, 402, Senapati Bapat Road, Pune 411016 | Tel: +91 (20) 670 30000 | Fax: +91 (20) 6703 009
CIN – L72300PN1990PLC056696

Persistent Systems Inc., 2055 Laurelwood Rd., Suite 210 Santa Clara, CA 95054 USA | Tel: +1 (408) 216 7010

Persistent Systems France SAS, 1 rue Hector Berlioz, 38600 Fontaine, France | Tel: +33 (0) 4 76 53 35 80



COMMITTED TO EXCELLENCE

Date: 28th Oct, 2021

To,
Reet Roy:

Subject: Offer of Employment

Dear Reet Roy:

It gives us great pleasure in inviting you to join our company CloudKaptan Consultancy Services Private Limited ("**Company**" or "**CloudKaptan**") family as one of its valuable members. We extend this offer, and the opportunity it represents, with great confidence in your abilities. Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of you joining CloudKaptan.

We have great pleasure in making a formal offer to you to join our Company in the capacity of Software Engineer - Trainee with terms and condition as hereunder.

1. Date of Joining:

Your appointment will be effective on your joining date, i.e. **1st Nov, 2021**. Please contact us immediately if you require an alternative joining date. Change in the joining date will be effective only if confirmed by the Company in writing. If we are unable to set an alternative date and/or if you fail to report to work on the decided joining date, this offer will be automatically withdrawn.

Your base location would be Kolkata, but on requirement the Company may change your base location from time to time.

2. Remuneration and Compensation:

Your Annual Compensation would be is **Rs. 5,00,040/-** and will be structured as per the attached Annexure - A (CTC Breakup).

3. Probation:

- a) You will initially be on probation for a period of six (6) months from the date of commencement of employment, after which, your performance will be reviewed and if found satisfactory, your appointment will be confirmed in the Company in writing on any additional terms and conditions.
- b) During the probation period we will evaluate your work, including your interaction with colleagues and customers (if applicable) to determine whether you are suitable for the position. If your performance is found unsatisfactory, the probation period may be extended until the organization expressly confirms your employment.
- c) This probation period would be extended according to any leave that you may take during the probation period, for any reason.

4. Termination

- a) During your tenure with us, should you intent to resign from the Company during the probation period or anytime thereafter, you shall be required to provide a notice period of at least three (3) months or make payment of your basic salary in lieu of serving the notice period.
- b) The Company reserves the right to terminate your services during the probation period without stating any reason or without providing any notice of such termination. After completion of the probation period, the Company may terminate your services for convenience by providing a notice period of three (3) months or payment of basic salary in lieu thereof.

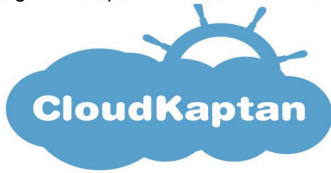
CloudKaptan Consultancy Services Private Limited

[CIN: U72300WB2014PTC204376]

Registered office: Greenwood Sonata, Flat-9H, HIG-III, New Town, Kolkata- 700157

Business Centre: Adventz Infinity @5, Unit Number 1103,1104 & 1105, 11th Floor, Plot No. 5, Block BN, Sector -V, Salt Lake, Kolkata-700091

Phone: +9198740 56000 eMail: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com



COMMITTED TO EXCELLENCE

- c) Please note that the detailed conditions regarding Termination and Notice Period will be more elaborately provided in the Appointment Letter which shall supersede this Offer Letter.
5. **Work Hours:**
Your actual work hours and shift may vary from time to time based on business and customer service requirements. You will be advised about your working hours, break period and weekly rest days by your supervisor, manager or HR department. You may be required to invest additional hours of work when necessitated by business.
6. **Leaves and Holidays:**
Leaves and holidays would be applicable as per the prevalent Company policy.
7. **Confidentiality:**
Remuneration and Compensation is highly confidential information. Irrespective of whether or not you accept this offer, you shall at all times maintain absolute confidentiality of the content of this offer as well as any information which was disclosed to you pursuant to your discussions with the Company. Any disclosure of the contents of this offer to any third-party will be construed as a serious breach and the Company may initiate appropriate legal action against you.
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
8. **Background Check:**
All documents submitted by you to the Company are subject to verification by the Company at any time during your employment with the Company. You hereby specifically authorize the Company, or any external agency appointed by the Company to verify your educational and employment antecedents, your conduct and any other background checks prior to your joining the Company or thereafter. You are expected to extend your full cooperation during such verification. This offer is subject to you clearing the Background Check as conducted by the Company. In the event you fail to cooperate or clear the background check, your employment may be terminated by the Company forthwith and without any liability to the Company.
9. **Offer Validity:** Kindly confirm the acceptance of the offer along with date of joining in writing before next **24 hrs** to Human Resources, failing which the offer stands automatically withdrawn thereafter, unless the offer validity date is extended and communicated to you in writing or via email.
- If you rescind the offer after accepting it or fail to join the Company on the decided joining date, you shall be required to pay an amount equal to the gross salary for three (3) months offered to you. This is to set off the time and resources spent by the Company in your hiring process.
10. This Offer of Appointment supersedes all prior communications - written and oral with you, if any in this regard. You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures that the Company may amend from time to time.

CloudKaptan Consultancy Services Private Limited

[CIN: U72300WB2014PTC204376]

Registered office: Greenwood Sonata, Flat-9H, HIG-III, New Town, Kolkata- 700157

Business Centre: Adventz Infinity @5, Unit Number 1103,1104 & 1105, 11th Floor, Plot No. 5, Block BN, Sector -V, Salt Lake, Kolkata-700091

Phone: +9198740 56000 eMail: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com



COMMITTED TO EXCELLENCE

11. This Offer Letter is conditional upon you executing the Appointment Letter and/or any other agreement as may be requested by the Company at the time of joining.
12. The Company may revoke this offer of employment (for convenience) any-time before execution of the Appointment Letter.

You agree that by accepting employment, you are not relying on any representations or statements concerning benefits that are not contained in this letter. We understand, based on what you have told us, that there are no contractual conditions that will prevent you from performing the responsibilities of this offered position. We expect that coming to work for our company will not violate any Employment Agreement, Confidentiality Agreement, Covenant Not To Compete Agreement, or Shareholder Agreement with your former employer/s.

During your employment, you will be covered under the local employment legislation in India. On joining, you will be required to complete all the joining formalities and sign the employment agreement and the Employee Non-Disclosure Agreement.

While welcoming you into our family CloudKaptan, we are confident that you will contribute to the growth of the company and its goals.

You are requested to report on the joining date at 10:00 AM at Adventz Infinity @5, Unit Number 1103,1104 & 1105, 11th Floor, Plot No. 5, Block BN, Sector -V, Salt Lake, Kolkata-700091 Office to complete joining formalities. At the time of joining, you are required to carry along the originals of the documents listed in Annexure B for verification.

We are eager to welcome you to the family!

Thanking you,

For CloudKaptan Consultancy Services Private Limited

DocuSigned by:

31C5965B40F64B4...
Manoj K Agarwal
Director & CEO

Enclosures:

Annexure A - Salary Structure; Annexure B – Pre-joining & Joining Formalities

Acceptance

I, Reet Roy, hereby agree to the terms and conditions stated above and will join on the joining date.

Date: 10/28/2021 | 20:32:47 PDT
Place: Jamshedpur

Signature: 
17897A24FAC448F...

CloudKaptan Consultancy Services Private Limited

[CIN: U72300WB2014PTC204376]

Registered office: Greenwood Sonata, Flat-9H, HIG-III, New Town, Kolkata- 700157

Business Centre: Adventz Infinity @5, Unit Number 1103,1104 & 1105, 11th Floor, Plot No. 5, Block BN, Sector -V, Salt Lake, Kolkata-700091

Phone: +9198740 56000 eMail: HYPERLINK "mailto:manoj@cloudkaptan.com"manoj@cloudkaptan.com, www.cloudkaptan.com

Date:07-Jan-2022

To

Manthan Chowdhary
INDIA

Dear Manthan Chowdhary,

Sub: Offer of Training and Employment

1. This has reference to the selection process for employment opportunity at Mindtree.
2. We take pleasure in informing you that you have been selected for appointment in Mindtree as an **ENGINEER** in the salary grade **C1** subject to the following terms and conditions.

2.1. a) You should have completed/ complete the Degree which you pursued/ are now pursuing, without any backlog (subjects where you have not obtained the passing marks) at the time of joining

b) Secure 60% aggregate in the degree. Aggregate is calculated as follows:

$$\text{Aggregate} = \frac{\text{(Total of marks obtained in all the subjects from the first to last semester)}}{\text{(Total of maximum marks in all the subjects from first to last semester)}}$$

$$\text{Aggregate \%} = \text{Aggregate} * 100$$

c) Provide a copy of the degree certificate or provisional degree certificate along with mark sheets of all semesters on your day of joining.

2.2. Mindtree has training centers in Bangalore, Hyderabad, Chennai, Pune, Noida and Kolkata. Based on the preference expressed by you during the selection process, you shall initially undergo training at Mindtree training center in Kolkata (Orchard Learning Programme), which helps you to transition to the corporate world of technology solutions. The details of the programme and the specific address of the training location in Kolkata will be provided separately closer towards the joining date. Mindtree reserves the right to change the training campus location based on business needs prior to or during your training period.

Manthan Chowdhary
Manthan Chowdhary (Jan 8, 2022 07:54 GMT+5.5)



Mindtree

A Larsen & Toubro Group Company

2.3. Your onboarding date would be shared with you based on your participation and achieving required milestones as per the pre- orchard learning program calendar which will be shared by you upon acceptance of this offer.

2.4. The period of Orchard Learning Programme is for 90 days and on successful completion of the programme, you shall be deployed at a location as per the business requirement of Mindtree. However, the exact duration and nature (either virtual or in-person) of the training program may vary based on the track and specific requirements. Exact duration and nature of the training shall be communicated upon joining and allocation into a technology track.

2.5. The other terms and conditions of your appointment at Mindtree is in Annexure - A. Besides, you will be governed by the rules, regulations and policies of Mindtree which will be in force from time to time.

2.6. You shall arrange to produce the following documents at the time of reporting for training or such other time prior to your date of joining, as may be required by Mindtree, for the purpose of completing the joining formalities:

- a) 10th, 12th and graduation (all semesters) mark sheets originals;
- b) Degree completion/provisional certificate original;
- c) Pan card original;
- d) Aadhaar card original; and
- e) Voter ID / Driving license original.

Mindtree reserves the right to ask for and verify additional document/s over and above the aforementioned list for your onboarding purpose and you undertake to provide the same to Mindtree.

If the above terms and conditions are acceptable, you may confirm your acceptance by digitally signing this offer within 5 days from the date of receipt of this mail and offer document.

If you have any questions or need any clarification, please do not hesitate to contact us at campus.offers@mindtree.com.

We wish you a long and successful career with Mindtree.

We look forward to working with you soon.

Thank you,

For Mindtree Limited


Rosalee M Kombial
Vice President-People Function

Manthan Chowdhary
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Enclosed: Annexure to your offer of employment

Acceptance of the Offer

I, **Manthan Chowdhary**, agree to accept the employment on the terms and conditions mentioned in this Offer of Employment and the annexure.

Your Signature	 <small>Manthan Chowdhary (Jan 8, 2022 07:54 GMT+5.5)</small>
Your Name in Capital letters	MANTHAN CHOWDHARY

Annexure 1

Compensation stack during the Orchard Learning Program (from the date of joining till the date of confirmation)

Name : **Manthan Chowdhary**
Salary Grade : **C1**
Designation : **ENGINEER**
Stipend : **INR 26,000 per month.**

Payment will be after deduction of below amount from the monthly stipend:

- Premium for Insurance during your learning program will be **INR 550 per month.**
- Applicable taxes like Professional tax and Income tax, prevailing at the time of pay out.

You will be covered for Insurance benefits as prevailing at the time of joining and the coverage for **2022 - 2023** is as follows

- Group Medical Coverage (GMC) for you and your family. The standard coverage under GMC is INR 500,000 per annum per family. Family means your spouse and children (up to 2 children). Parents/Parents-in-law or siblings or any other relationships are not covered.
- Group Term Life (GTL) coverage for you and is up to INR 2,000,000.
- Group Personal Accident (GPA) coverage for you and is up to INR 1,500,000.

More details will be provided at the time of joining.



Annexure 2

Compensation stack effective from date of confirmation

Name : Manthan Chowdhary

Salary Grade : C1

Designation : ENGINEER

Detailed break up of your CTC components is given below (all figures are in INR and per annum)

COMPONENTS	AMOUNT (in INR/annum)
Basic	180,000
HRA	89,916
Provident Fund	21,600
Gratuity	8,640
Insurance Benefits*	6,600
Allowance in Lieu of Reimbursement	45,252
Annual Gross	352,008
Bonus / Variable Compensation**	48,000
Annual Cost to Company	400,008

* The Insurance coverage provided to you at the time of joining will continue on your confirmation, as per the prevailing insurance policies at the time of your confirmation. The premium for standard coverage is part of your CTC.

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Additionally, you will be provided with the following options for enhancing your coverage under GMC.

- You will be given an option to increase the coverage from INR 500,000. Top up options with additional / higher insurance coverage are available as per policy.
- If you opt for this, the additional premium for the increased coverage will be deducted from your salary on a pro-rated basis.
- You will be given an option to cover your Parents or Parents-in-law. If you opt for this, the additional premium for the parental coverage will be deducted from your salary.

More details on these options will be provided to you at the time of your confirmation.

**The bonus component per annum is 12% of CTC. The payout will be governed by the Bonus plan applicable for the respective year. More details of the plan will be available on joining. The actual amount payable is inclusive of bonus, if any, as per the Bonus Act, 1965 and amendments thereto.

The structure of CTC shown above is indicative and by the time of your confirmation, there could be changes in the structure arising out of changes in the Income tax rules or Insurance or organization wide compensation philosophy changes. However, the CTC amount will be protected i.e., will remain the same.

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Annexure - 3

Terms and conditions of the Offer of Training and Employment

1. All employees of Mindtree are referred to as Mindtree Minds. Mindtree Minds who join us from campuses are referred to as Campus Minds of the particular batch of joining for convenience and identification.
2. The term, "the Company" refers to Mindtree Limited.
3. This letter contains broad terms and conditions of service governing this appointment which are subject to change from time to time and shall have to be read along with the rules, regulations and policies of the Company.
4. You are also bound by the terms relating to Non - Disclosure, Intellectual Property Assignment, Non-Solicitation, Confidentiality, Non-Compete agreement annexed hereto at Annexure 3, and Mindtree Code of Conduct. **You are requested to go through the documents carefully and understand the terms thereof before sending your acceptance.**
5. You are requested to contact the People Function team (HR team at Mindtree) for any clarifications on policies/rules/regulations, which are applicable to you. **Salary details are personal to you and you are expected to keep them confidential.** We expect you to keep the salary details confidential at all times.

6. Orchard Learning Program

6.1 On joining, you will be part of our Orchard Learning Program. The Orchard Learning Program will consist of new age methods that enable you with real world problem solving capabilities.

6.2 Orchard Learning Program spans for about 90 calendar days. However, the duration could be shortened or extended based on the business requirements and an individual's readiness for working on projects as determined by Mindtree.

6.3 The Orchard Learning Program is intensive and fast paced, requiring your focus and hard work, to learn effectively and demonstrate capabilities expected by Mindtree. You are required to ensure your 100% availability and undivided attention during the tenure of the program.

6.4 You will be continuously assessed and given feedback by experts throughout the learning program. You will be provided opportunities to demonstrate the acquired capabilities on skills such as communication, design, programming, problem solving, presentation and professionalism on engineering, business and social projects. You must clear a set of mandatory capabilities, as the qualifying criteria, for successful completion of Orchard Learning Program. The details of qualifying criteria will be communicated to you upon your joining.

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Your continued employment with Mindtree is subject to your meeting the qualifying criteria during and at the end of the Orchard Learning Program. If you meet the qualifying criteria for successful completion of the Orchard Learning Program, your employment with Mindtree will be confirmed through a written intimation shall be sent to you. If you do not meet the qualifying criteria, you will be asked to leave the services with no further assurances, risk or liability of Mindtree. Unless otherwise confirmed in writing, you will be deemed to be under the Orchard Learning Program.

7. Confirmation of employment

7.1 Upon confirmation, your designation will be "ENGINEER" and in the salary grade of C1 will continue. The date of confirmation is reckoned as the start date of service for all practical purposes, including statutory requirements. Date of confirmation is the start date used for provident fund, gratuity, tenure calculation for performance management cycle, increments, progression, vacation or leaves as per general policy, loans and other benefits etc.

7.2 All confirmations will be aligned to the 16th of the same month or 1st day of the succeeding month post successful completion of the Orchard Learning Program. For e.g. if you successfully complete the Orchard Learning Program any day between 1st to 15th during the month of September 2021, the date of confirmation will be 16-Sept-2021 or if you successfully complete the Orchard Learning Program any day between 16th to 30th of September 2021, the date of confirmation will be 01-Oct-2021.

7.3 The duration between the successful completion of the Orchard Learning Program and the date of confirmation is considered as part of the Orchard Learning Program.

7.4 On confirmation, your work location will be decided based on the business requirements. You are expected to report at your work location as advised.

7.5 Your joining may be revoked or your confirmation will be withheld, if any of the required joining formalities, for e.g., submission of all marks cards, degree certificates, etc., are not complied with.

7.6 Determination of adequacy and authenticity of the proofs submitted will be at the sole discretion of the Company.

8. Background check & references

We would be conducting a background and reference check prior to or after your expected date of joining to validate your identity and the address provided by you and to conduct any criminal checks.

Your employment with us and your continuation in service is contingent upon (i) our obtaining a satisfactory report on the background check conducted by our approved agency relating to details provided in your application etc. and (ii) your eligibility to work for the Company such as no non-compete restrictions.

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If any of the information provided by you is found to be inaccurate now or later, or if you suppress any material information, Mindtree at its sole discretion can take necessary action including but not limited to termination of employment with or without notice or compensation. In certain client projects, our clients may request additional checks, which you shall comply with.

In securing this offer, you have represented that you have certain educational qualifications. Hence, we understand that you shall provide proofs of such qualifications as applicable which we find satisfactory when asked by us or our background check agencies.

In the event of non-cooperation with the background check process, including but not limited to non-submission of requested documents and lack of response to calls and/or mails, Mindtree may, at its sole discretion, choose to terminate the employment contract between Mindtree and you with or without notice or compensation.

9. Compensation and benefits

9.1 During the Orchard learning program, you will be paid a stipend of **INR 26,000** per month. Please refer Annexure 1 for details. On successful completion of the Orchard learning program, your employment with Mindtree stands confirmed. On confirmation, your total compensation would be **INR 400,008.00** per annum Please refer to Annexure 2 for details. All payouts are aligned to salary payout, which is the last working day of the month, unless otherwise mentioned. Any payment will be after deduction of applicable taxes prevailing at the time of payout.

9.2 You will be covered under insurance from the date of joining, as detailed in Annexure 1.

9.3 If applicable, you will be eligible for relocation benefits for the relocation from a Mindtree campus/facility to your work location, as per the existing relocation policies for Campus Minds.

9.4 The performance management and career progression will be as per the existing policies.

9.5 You will not be eligible for any loans or advances during the Orchard Learning Program. You will be required to be on the rolls of the Company and not serving the notice period, for you to be eligible for sanction of loans and salary advance, payment of year-end payout component of bonus (if applicable), compensation revisions, promotions etc. You will have to refund any amounts received by you when you are not entitled for the same.

9.6 Duration of unpaid vacations will not be considered while the Company is computing the tenure for benefits like gratuity, compensation revisions, promotions etc. which have a tenure eligibility component, amongst other criteria.

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10. Vacation and leave

10.1 No leaves are allowed during the Orchard Learning Program except the statutory holidays and other Mindtree official holidays applicable to the Orchard Learning Program candidates in general.

10.2 Any absence during the Orchard Learning Program due to any grave personal emergency will be dealt on a case to case basis and will be considered as loss of pay and deducted from your stipend on pro-rata basis. Recovery of the amount towards loss of pay during the Orchard Learning Program may happen either during the Orchard Learning Program itself or the first month of confirmation or final settlement on cessation of employment, as the case may be.

10.3 On confirmation, you will be eligible for leaves as per the general leave policy as in force in the Company from time to time.

11. Termination of employment

11.1 During Orchard Learning Program

a) Termination for cause

Your employment with Mindtree will be terminated without any notice or stipend or compensation in lieu of notice in the below circumstances which you agree are reasonable and acceptable:

- Failing to meet the qualification criteria during the Orchard Learning Program assessment
- Unauthorized absence during the Orchard Learning Program
- Non-compliance to Mindtree integrity policy and other disciplinary expectations.

Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the learning sessions without valid reasons, being absent for assessments without prior permission, becoming insolvent, absconding etc. This list is only indicative and not comprehensive.

If Mindtree terminates your employment, for reasons other than your performance (meeting the qualifying criteria during and at the end of the Orchard Learning Program) and disciplinary grounds, you will be terminated from employment with immediate effect and return Mindtree assets immediately.

b) Termination for convenience

If you wish to terminate your employment during the Orchard Learning Program, you will be required to notify your resignation in writing. On acceptance of your resignation, you will be intimated about your relieving date and you are expected to comply with all separation procedures and return of the Mindtree assets, within two working days.

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11.2. After confirmation

a) Termination for cause

Mindtree may terminate your employment, with immediate effect, without any notice or salary or compensation in lieu of notice, on disciplinary grounds, which may include any act of integrity violations. Examples of acts which cause termination on disciplinary grounds are employing unfair means during assessments, submitting fake bills for any reimbursements, submitting fake medical certificates, submitting fake documents, misuse of access cards, not being available in office without prior intimations and for unreasonable durations, not clearing background verification checks, misuse of Company assets, violation of Company policies & Code of Conduct, indulging in acts of sexual harassment, persistent irregularity in attending the office without valid reasons, becoming insolvent, absconding etc. This list is only indicative and not comprehensive. In event of termination due to such reasons, you agree that notice requirements shall not apply. In case of your unauthorized absence, without intimation or permission or prior sanction of leave, or being absent beyond the period of leave originally granted or subsequently extended, for a period of 10 working days or more, it shall be considered that you are no longer interested in continuing employment with the Company, in such a case, it shall be deemed that you have abandoned your services. In such an event, the management shall terminate your services without any notice or salary or compensation in lieu of notice.

b) Termination for convenience

1. If you wish to terminate your employment, you will be required to give an advance notice of **three (3) months**, in writing to the company. If at your request, Mindtree agrees to relieve you before serving the full notice period, you will be liable to pay to Mindtree, the salary for the balance notice period along with other amount payable by you to Mindtree. Both Mindtree and you agree that this amount is fair and legally enforceable in the event of any default from your side. Mindtree, at its sole discretion, may provide waiver on the notice period. If there is any failure to comply with the separation procedures within a reasonable time frame, then it will be handled as Termination on disciplinary grounds. If Mindtree terminates your employment, for reasons other than disciplinary grounds, you will be given an advance notice of three months, in writing.

2. If Mindtree decides to relieve you before the completion of the notice period, the salary for the balance notice period would be paid to you after adjusting the amounts payable by you to Mindtree.

3. Salary for the purpose of notice period means the two components of Basic & Flexible Expenditure Plan (FEP), in your compensation at the time of termination of your employment.

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11.3 Common guidelines to be complied with, on termination for any reason, and at any time of your employment

- a) On termination of your employment for any reason, you shall comply Mindtree's separation procedures, sign all required documents and return all Mindtree assets with you. Mindtree will not be bound to pay the final dues, if any, till you have completed all the separation procedures and returned all the payments that Mindtree may have due from you under any loans, liens, or borrowings you may have made.
- b) If there is any failure to comply with the separation procedures within a reasonable time frame, then it may be handled as termination on disciplinary grounds based on assessment of the circumstances.
- c) Mindtree, at its sole discretion, may extend the time frame of notice period for compliance.

12. Nature of employment

12.1 The offer of appointment has been made on the basis that the declaration made by you during the selection process and subsequently at the time of joining are complete and correct. If it is found that you have concealed any information which have material bearing on your employment or you have made any wrong declaration, your employment may be termination without any notice, salary or payment in lieu of notice. **The Company reserves right to have your background check either directly or through an outside agency and by accepting the terms of appointment, your consent for the same is deemed to have been given.**

12.2 **The employment at Mindtree is exclusive and you shall devote your full time for discharging the roles and responsibilities entrusted to you. You shall not take up any employment part-time or full time for consideration or on honorary basis without the prior written consent of Mindtree either during Orchard Learning Program or after your confirmation.**

13. Other Agreements

You may be required to sign necessary agreements with Mindtree and its clients as required and complete various formalities as per those 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.

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14. Transfer

14.1 You could be transferred to any of other offices/branches/subsidiaries/affiliates, either domestic or abroad, should the need arise. You will abide by the Company's rules, regulations and policies, as may be in effect from time to time with respect to your function, grade or location where you work in.

14.2 On confirmation of your employment through the successful completion of the Orchard Learning Program, relocation from a Mindtree training center in Kolkata to the work location as determined by Mindtree, will be as per the existing relocation policy for Campus Minds.

15. Retirement and retirement benefits

15.1 Subject to your confirmation after the completion of training at Mindtree training center in Kolkata, your service in the Company is valid till the date of retirement (last day of the month of your sixtieth birthday). For this purpose the date of birth as declared in the application form for selection, will be treated as final.

15.2 Retirement benefits, i.e. Provident Fund and Gratuity, are effective from the date of confirmation.

15.3 Compliance will be as per the prevailing statutory requirements at any point of your employment with Mindtree.

16. Intellectual property

If you conceive any new or advanced methods of improving process/formulae/systems in relation to the operation of the Company or an intellectual property in course of your training or work, such developments will be fully communicated to the Company and the Company will have the full ownership sole right/property of the same. You hereby assign all intellectual property rights and moral rights to Mindtree.

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17. Mindtree's Code of Conduct and Policies

17.1 Mindtree has a 'Code of Conduct' that is applicable for all Mindtree Minds undergoing training. The Code of Conduct also applies to your tenure with Mindtree after the completion of the training at Mindtree and your employment at Mindtree while at Mindtree location or at a Mindtree customer location.

17.2 You will be requested to sign your acceptance and adhere to these terms upon joining.

17.3 Any subsequent updates of the Policies and Code of Conduct shall automatically apply to your employment with Mindtree. You are required to keep yourself updated at all times of these Policies and Code of Conduct.

18. Tax implication

You are solely responsible for declarations and implications arising thereof for all personal income tax purposes.

19. Reimbursement of travel expense for joining Mindtree

Expenses incurred by you for joining Mindtree will be borne by you and will not be reimbursed by Mindtree.

20. Personal Safety and conduct

You understand that during your training and employment with Mindtree, you shall be responsible for your conduct and personal safety. You shall indemnify Mindtree, its directors and employees from any claims, legal or financial arising out of your own actions or omissions or indulging in activities that endanger your personal safety and release Mindtree of all liabilities to you or your family arising from your acts or omissions.

End of Annexure 3

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Code of Conduct

Summary:

Mindtree Minds are expected to follow a professional code of conduct and work ethics. The intent of this document is to lay the ground rules for professional and disciplined behavior in the office premises and/or at client locations. Mindtree cannot anticipate all situations that may arise during your employment. When in doubt about an appropriate course of conduct, please contact your supervisor or a People Function representative.

Your employment with Mindtree is subject to your acceptance of this Code of Conduct Procedure. All Mindtree Minds are required to read, understand and sign the Code of Conduct procedures when they are hired.

Objective:

To define guidelines on the professional code of conduct and work ethics in the office premises and/or at client locations.

Eligibility/Applicability:

All Mindtree Minds, Mindtree's clients, vendors, partners etc.

Code of Conduct :

The policy details various scenarios under which Code of Conduct is monitored.

1) Personal Interest v/s Mindtree's interest

In day-to-day work scenarios, you could face situations where a possible course of action would advance your personal interests at the expense of the company. In such situations, you are expected to put the best interests of the company first. When in doubt, please check with People Function and/or your Manager.

2) Use of proprietary or confidential information of third party

You should not disclose to Mindtree, bring onto Mindtree's premises or induce Mindtree to use any confidential information that belongs to anyone other than Mindtree or yourself. You are instructed neither to make use of any confidential or proprietary information of a third party in the course of performing your job duties or services, nor include or incorporate any such information with or into any product or work that you create, design, or develop for or on behalf of Mindtree in the course of performing your duties or services unless you have the prior written consent of Mindtree. Reference to 'Mindtree' above includes Mindtree's clients, vendors and partners as well.

3) Office for Profit

Without the consent of Mindtree, you are prohibited from initiating or accepting any work as an Employee, consultant, adviser or as a member of board of directors of any other company. If you wish to seek approval for such outside work, please contact your People Function representative.



4) Vendor relationship

In your capacity as a Mindtree Mind or Consultant, neither you in the capacity of employee nor any of your immediate family members can be a vendor of Mindtree. You shall not accept advice, service, or gifts or presents in kind or cash from a vendor of Mindtree with a value greater than \$25. If you receive any gifts from a vendor with a value greater than \$25, or if a vendor engages in a pattern of offering you small gifts, please inform your reporting manager or ask People Function for guidance.

5) Using Mindtree's time and assets

You should not use Mindtree's or its customers' time or any of its assets for performing outside or personal work. In addition, you should not abet, entice, motivate, help, or coerce fellow employees to use such time and assets for outside or personal work that could reasonably be construed to have a detrimental effect on Mindtree.

6) Personal Relationship

Your spouse or any other member in your immediate family may be working with a competitor or vendor of Mindtree. This calls for extra-sensitivity to confidentiality of Mindtree's information as there is a possibility that the closeness in relationship could lead to inadvertently compromising Mindtree's interest. You are requested to be aware of the potential conflicts that might arise and inform the People Function accordingly.

If you are a member of an Enabling function such as People Function, Finance, IS etc you cannot have an immediate family member employed in another function/role in Mindtree, unless it has been explicitly approved by the head of People Function.

7) Equal Opportunity

Mindtree is an equal opportunity employer and makes employment decisions on the basis of merit. The Company seeks to have the best available individual(s) in every position. Mindtree prohibits unlawful discrimination based on race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by federal, state or local laws.

Mindtree is committed to complying with all applicable laws providing equal opportunities to individuals regardless of race, color, citizenship, religion, sex, national origin, age, disability, or family, marital or veteran status, or any other characteristic protected by law. This responsibility applies to all persons involved in the operations of Mindtree and prohibits unlawful discrimination by any Mindtree Mind, including supervisors and coworkers.

Mindtree prohibits taking negative action against any Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation. Any Mindtree Mind who retaliates against another Mindtree Mind for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination of employment.

8) Dating/Romantic/Sexual Relationships

Mindtree recognizes that sometimes employees enter into personal relationships in the workplace, and this provision is not intended to prohibit such relationships. However, certain romantic or sexual relationships can interfere with the smooth operation of its business. Some of these relationships can also result in actual or potential disclosure of confidential or sensitive information and can have other detrimental effects. Mindtree reserves the right to determine when a relationship presents a problem in the workplace.



Without limiting its discretion to address problematic relationships or situations, Mindtree offers the following guidelines:

During working time and in working areas, employees must keep personal exchanges limited so that others are not distracted or offended, and so that productivity is maintained. During nonworking time, such as lunches, breaks and before and after work periods, employees may have appropriate personal conversations in non-work areas as long as their conversations and behaviors could not be perceived as offensive or uncomfortable to a reasonable person. Employees are strictly prohibited from engaging in conduct that would be deemed inappropriate by a reasonable person while on company premises, regardless of whether they are working at the time.

Mindtree generally considers employee off-duty conduct as private, as long as the conduct does not create problems within the workplace. Exceptions to this principle, however, involve 1) romantic or sexual relationships between supervisors and subordinates (regardless of the reporting structure) or 2) romantic or sexual relationships between any employee in the People Function or Finance departments and any other employee. Both employees involved in a relationship in either of these categories must immediately disclose to Mindtree the existence of a romantic or sexual relationship. Such required disclosure must be made in writing to People Function. People Function will provide an appropriate form upon request. Failure to make this disclosure may result in disciplinary action up to and including termination of employment. This disclosure will enable Mindtree to determine whether, given the relative positions of the individuals involved, action should be taken.

If Mindtree determines that action must be taken, it may ask one or both of the employees to transfer to another position, location, or project. If a transfer proposed by Mindtree is refused, or if Mindtree determines that the situation cannot be adequately addressed by transfer (or if Mindtree determines that transfer otherwise would not be in the best interests of Mindtree), Mindtree may terminate the employment of one or both employees. Mindtree has the sole discretion to determine whether a problem exists and how to address it. Accordingly, Mindtree is not limited to transfer and discipline/termination as its only options.

9) Personal Behavior

Mindtree expects all Mindtree Minds to be honest and fair in dealing with people, customers, vendors, competitors or others because you are the brand ambassador of Mindtree and your actions help to form others' impressions about Mindtree.

10) Breach of Discipline

As discussed above, Mindtree expects all Mindtree Minds to behave in a professional manner. Listed below are categories of inappropriate conduct that may lead to disciplinary action, up to and including termination of employment from Mindtree (This list is just illustrative and not exhaustive).

"Theft, fraud, forgery, embezzlement, misappropriation; dishonesty, harassment, indecent behavior, sexual advances, suggestive remarks, racial slurs, derogatory remarks/discrimination on - disability, veteran status, national origin, sexual orientation, race, color, religion, political affiliation, sex, or age. The list also includes forwarding/ viewing pornographic material at work or on work computers or other devices, willful insubordination, disobedience, absence without leave, habitually irregular attendance, neglect of work, willful damage of company property, disclosing/divulging trade secrets/confidential information/special processes/methodologies, unfair dealing with parties, false representation/misrepresentation, false recording/reporting of information, drunkenness, riotous behavior, commission of certain criminal offense(s), aiding or abetting any act listed herein, willful breach of law/rule / policy / guideline/procedure, working under the influence of alcohol or illegal drugs, creating/encouraging an offensive work environment, etc."



In the event Mindtree receives information suggesting that you may have engaged in any of the conduct described above, People Function personnel may require you to undergo necessary tests/assessments/inquiry as appropriate. You will be expected to cooperate in any investigation People Function or Mindtree management conducts or directs. Mindtree reserves the right to test Mindtree Minds for drug and alcohol use for cause or when a client requires testing.

11) Usage of Assets

As a Mindtree Mind, you will come in contact with the below mentioned assets as part of your job. You shall not disclose or divulge any of these assets without permission. You also shall not give false information, misinterpret or misquote any of these assets.

Information which can safely be construed as intellectual property or as copyrightable material includes the following -

- Product of ideas and hard work
- Confidential data
- Any business/functional plan
- Personal information
- Design
- Processes and know-how
- Any internal databases
- Patents /application
- Copyrighted material
- Methodologies, Services etc.

You will also ensure that company confidential information is not used for -

- Benefiting a third party,
- Having reciprocal dealings for personal benefits,
- Acquiring pirated, illegal unlicensed software,
- Receiving or giving extensive gifts/presents,
- Following any practices that lead to monopolies or restrict trade,
- Causing any violation of legal or statutory requirements, etc.

Please understand that unintentional disclosure of proprietary information can be just as harmful as intentional disclosure. Hence you are directed not to disclose Mindtree's confidential information to anyone (including fellow employees, if you are unsure of whether to divulge or not) unless otherwise required or permitted by law or directed by Mindtree management.



Mindtree

A Larsen & Toubro Group Company

12) Workplace Etiquettes

Workplace etiquette and housekeeping of personal space is a discipline. You must keep your desk space area clean at all times and should put away any papers, books, files, stationery, etc. when you close work for the day. You must ensure that you maintain minimum noise levels at all times so as not to disturb others. Please be conscious of Mindtree's Green council policy while using company / customer provided resources like printers, stationery, etc.

All Mindtree facilities/ campuses are designated as non-smoking zones. If you wish to smoke at work, please make use of designated smoking areas only.

It is imperative to safeguard the assets (computers, telephones, LCD, etc.) of the company from dishonest, illegal or willfully negligent acts. It is a serious violation to remove any assets from the company or use for personal benefit.

13) Information Disclosure

As a Mindtree Mind, you are expected to maintain the confidentiality of Mindtree's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. If in doubt about whether a document or other information should be considered confidential, please contact your supervisor or People Function representative.

Mindtree Minds should not speak to the media on Mindtree's behalf without contacting company spokesperson/public relations personnel. All media inquiries should be directed to them.

You must be aware that Mindtree subscribes to the provisions and guidelines of security controls as defined under ISO 27001 in the current form and with any subsequent changes. In Mindtree, you are expected to adhere to the defined compliance under the security policy. Any breach of information security controls may result in disciplinary action up to and including termination of employment.

14) Information privacy

For privacy related rights please refer to the Data Privacy Policy available in People hub and <https://www.mindtree.com>.

Agreed and Accepted

Signature : Manthan Chowdhary
Manthan Chowdhary (Jan 8, 2022 07:54 GMT+5:5)

Name : Manthan Chowdhary

Date : Jan 8, 2022

OFFER LETTERDate: 1st Sep 2022

To,

Puspita Polley

Address: Sector 24, U Block 6/41 Silver -Inn, Gurugram , Haryana,122010

Sub: Offer Letter for the position of Associate Engineering Analyst

Dear Puspita,

With reference to your application, and your subsequent discussions with us, we are pleased to offer you the position of **Associate Engineering Analyst**.

1. You will be entitled to a **gross package of 3.00 Lacs**.

The remuneration paid to you has taken into consideration the status and responsibilities of the position being offered to you and as such you will not be entitled to any other payment by way of deferred wages, overtime etc.

Please find the details of your salary break up as Annexure -I.

2. The current position is being offered to you on a probationary period of 6months. Your services will be confirmed in writing on successful completion of probation period. The company reserves the right to extend the probationary period beyond six months.

3. You assure that your employment with us is not in conflict with any of your other duties and obligations and will not jeopardize the interest of the Company in any manner whatsoever.

4. The quality of services provided by you shall be of highest standard and can be subjected to periodic review by the company. It is expressly agreed that the decision of Qualtech Consultants will be final with respect to the quality of the services.

6. During your employment with the company, and at least for the period of three years thereafter, you will not transmit, disclose or otherwise use information confidential to Qualtech. You will also abide by confidentiality, non-disclosure, safety and security regulations of the company as applicable from time to time.
7. You will not engage yourself in any type of work with other firms/companies which may give rise to conflict of interest with the services provided by you to us.
8. You will abide by the code of conduct, and all other rules, regulations, policies as issued by the company from time to time, as if these were the part of this contract of appointment.
9. You will also abide by confidentiality, non-disclosure, safety and security regulations of the company as applicable from time to time.
10. The responsibility will be solely yours for any loss or damage caused to the organization or its customers by any act of commission, omission, and negligence on your part.
11. During your employment with the company you may be posted/transferred to any of the offices/divisions/ departments/units of the company, or to any other town/ city anywhere in India or abroad, without any change in the terms and conditions of your employment.
12. Either party, upon giving three months of notice in writing to the other party, may terminate this appointment. In the event of your resignation or termination of services, You would be entitled to serve the Company for at least 18 months from your training date. In the event of leaving before 18 months, you have to refund to the Company all the costs incurred by the Company for your training, and remuneration paid to you during the training and employment you will have to serve a notice of 2 months or corresponding gross salary in lieu of notice period.
13. However, no notice or payment of salary in lieu of notice shall be necessary on the part of the company in the event of any breach of the terms of this appointment by you.
14. Your appointment is subject to the authenticity and accuracy of details provided by you.
15. You are expected to join us on or before **1st Sep 2022**. Your offer letter is valid till the **1st Sep 2022** as mentioned in this letter.
16. As an acceptance to the offer, please submit the following documents for HR Records and carry the hard copy of the documents on the day of joining.

Copies of Certificates in support of your Qualifications

1. *Aadhar card copy*
2. *Passport copy, if available*
3. *PAN Card copy, if available*
4. *ID Proof (Voter ID card/ DL/Passport copy)*
5. *4 Passport size photographs*

We welcome you and look forward to a mutually beneficial association. Please sign and return a duplicate copy of this letter within a week as token of your acceptance of the offer.

**Suvralina
Mohanty**

Digitally signed by Suvralina Mohanty
DN: cn=Suvralina Mohanty,
o=Qualtech Consultants Pvt Ltd,
ou=VP-Operations,
email=suvralina.mohanty@qualteched
ge.com, c=IN
Date: 2022.09.27 16:40:34 +05'30'

Warm Regards,

For Qualtech Consultants Pvt. Ltd.

I agree and accept the above terms/conditions.

Signature of the Candidate

Annexure –I

Salary Structure: Puspita Polley

Date : 1st Sep 2022

Component	Annual Amount (in INR)	Monthly Amount (in INR)
Fixed Component		
Basic	186000	15500
HRA (50% of Basic)	0	0
Conveyance	0	0
City Allowance	0	0
Project Allowance	105058	8755
Reimbursable Component (Non Taxable)		
Phone Reimbursement	0	0
Medical	0	0
Fuel	0	0
Books	0	0
ESIC (-) EMPLOYEE	0	0
Gratuity (-)	8942	745
E.P.F. EMPLOYER (-)	0	0
Total CTC	300000	25000
Performance Based Bonus (Company) payable Biannually	0	
Total Gross CTC	300000	
Gross In Hand		24255
EPF Employee (-)		0
Net In Hand		24255

Notes:

1. Fuel, Mobile/Phone and Medical are reimbursable components to be provided only on production of relevant bills not exceeding your allowance amount per annum
2. Bonus is a performance driven component and the exact amount would be dependent on the performance.
3. If you are eligible for government scheme ABYR then the employee contribution EPF will be paid by government



Personal & Confidential

30 September 2022

Avisek Mondal

Dak Banglo Road, Bidyasagar University, Medinipur(M),
Medinipore, Paschim Medinipur, PIN: 721101,
West Bengal, India

Dear **Avisek Mondal**,

Offer of Employment

On behalf of Huron Eurasia India Pvt. Ltd., I am pleased to extend to you an offer of employment for the position of Associate Consultant [Analyst I], reporting directly to Satish Kumar Devaraj, Director at Huron. In this role, you shall be based out of our office in Bangalore, India.

Should you accept the above offer, Your Total Fixed Pay of **INR 5,30,000** will be payable in 12 monthly installments in a year as explained below.

Salary Break Up	Per Month [in INR]	Per Annum [in INR]
Basic Salary	22,083	2,65,000
House Rent Allowance	8,833	1,06,000
Special Allowance	11,450	1,37,400
Other Benefits		
PF Contribution Employer	1,800	21,600
Total Fixed Pay	44,166	5,30,000
Target Variable Pay* [Conditional Amount]		53,000
Cost to the Company		5,83,000

Other Benefits*	
Medical Insurance Per Annum (Including Family)	INR 5,00,000/-
Group Term Life Insurance Plan	Three times multiple of CTC
Group Personal Accident Insurance Plan	Three times multiple of CTC
General Purpose Interest Free Loan	Up to three times the monthly TFP
Cell Phone & Internet Connection Reimbursement - Team and Job Role based	Up to INR 24000 p.a.
Leave Encashment	As Per Company Policy
*As per company policy and subject to change as per the discretion of the company.	

- (i) ***Target Variable Pay** - You will qualify for a variable compensation component of up to **INR. 53,000** which is up to **10% of your total fixed pay**. The Variable Pay may vary and will be formally assessed as a part of the performance review process. The Variable Pay will not be paid in the event of termination of employment for any reason on or before the disbursement time. The application and interpretation of, and any determinations related to, the Variable Pay is at the discretion of the Company and will be primarily based on two factors: (1) Individual Performance and (2) Company Performance. The Company may amend or terminate the Variable Pay Plan at any time. It is hereby clarified that the Variable pay amounts paid to the



Employee shall include the statutory bonus (if applicable) payable to the Employee under the provisions of the Payment of Bonus Act, 1965.

- (ii) **Benefits:** You will be eligible to participate in the employee benefit plans and programs applicable to Huron Eurasia India Private Limited employees.


A Contract of Employment will be drawn up and presented to you for completion on or before your first day of employment if you accept this offer. The terms of your employment will be contained in the Contract of Employment and the Employee Policies as contained in the Employee Handbook.

Company reserves all rights to withdraw this offer any time prior to your anticipated commencement date of 03 October 2022 either due to any unanticipated changes in business climate in general or any changes in the hiring goals of the company.

This offer of employment is open for acceptance till 30 September 2022, end of business, after which it shall become null and void. I do look forward to welcoming you to the team.

Yours truly,

For Huron Eurasia India Private Limited

DocuSigned by:

8F8551803C7A48A...

Authorized Signatory

Name: Sujay Acharya

Designation: Director, HR

Statement of Acceptance

I, **Avishek Mondal**, aged about [21], being the son/daughter/wife of [Sumit Kr. Mondal], residing at [Dak Banglo Road, Bidyasagar University, Medinipur(M), Medinipore, Paschim Medinipur, West Bengal, 721101, India] accept the position specified herein. I shall commence employment on: 03 - oct - 2022.



Signature

30/09/2022

Date



Kreeti Technologies Pvt. Ltd.

To,

7th February 2022

Souhardya Mandal

Vill - Dangapara, P.O. - Naopara,

P.S. - Sagardighi, Dist - Murshidabad,

PIN - 742226, State - West Bengal

Dear Souhardya,

We are glad that you have accepted our offer for the position of **Trainee Web Developer**. Your Joining date would be **14th February 2022**.

Before joining you need to execute the Employment Agreement and the Employee Intellectual Property Agreement, which are being sent along with this letter. Please kindly sign and send them in the original at the earliest to the Company address as mentioned in this letter's footer.

Alongwith the above you are also requested to submit the following documents:

1. Photocopy of School and Graduation Results & Certificates (If available)
2. Passport size photograph - 2 nos.
3. Proof of permanent and temporary residential address (Aadhaar Card with address).
4. Copies of any other certificates declared by you, while gaining employment with the company.

We look forward to having you onboard soon.

With Best Regards,

Manish Sahu
COO

KREETI TECHNOLOGIES PRIVATE LIMITED

1408 Godrej Genesis, Plot-11, Block- EP
Sector-V, Saltlake City, Kolkata-700 091, INDIA

CIN: U72900WB2012PTC180358

www.kreeti.com



Cognizant - Pre Joining formalities - Aatm Prakash Mishra

Inbox



CognizantHR@cognizant.... 14/4/2022



to me, C2C

Cognizant

Dear Aatm Prakash,

Candidate ID: 19638668,

Welcome to **Cognizant**, the fastest growing global top-tier consulting, IT services and BPO Company! We are delighted that you have accepted our offer of employment and we look forward to welcoming you onboard. *Kindly do not delete this email, please save the Authentication key for any future reference, as it is a one-time generated value.*

PRE-JOINING FORMALITIES:

To facilitate a smooth integration into **Cognizant**, we request you to follow the instructions given below to access our onboarding portal. The portal will allow you to complete all pre-joining formalities like accepting the offer and submitting all new-hire paperwork, online!

Please register, accept the offer and proceed completion of all the forms, within seven days upon after receipt of this email.

INSTRUCTIONS TO ACTIVATE YOUR ACCESS TO THE ONE COGNIZANT PORTAL: (Refer the attached PDF for step by step process)

STEP 1: Click [here](#) to access the registration page.

- Copy the registration link address from the welcome/invitation mailer
- Open a new Incognito Window on Chrome / In Private Mode window on Internet Explorer
- Paste the copied URL on to the address bar

STEP 2: Once the page loads, Enter your personal email address provided/it will pre-populate and proceed.

STEP 3: Create a Password and click on Next.

STEP 4: Verify your registered email address by entering the Code sent to your registered email address.

STEP 5: Complete the CAPTCHA by typing the characters carefully into the box given.

STEP 6: Click 'I Accept'.

STEP 7: Choose to verify your credentials through Phone or Authenticator app.

Option 1: Authenticate via Phone:

- Enter the code received through text message or call and proceed

Option 2: Authenticate via Microsoft Authenticator App

- Install the Microsoft Authenticator App
- Scan the QR code in the Login page using the button in the Authenticator app
- Enter the Verification code generated once the scanning is complete and proceed

NOTE: If you have an existing Microsoft account on this email id skip the registration step and login with your password.

PERSONAL AUTHENTICATION KEY:

Our portal is designed to enable you to submit digital signatures, using a unique authentication key





Head & Corporate Office :
3, Netaji Subhas Road, Kolkata - 700 001, India
Phone : +91 33 40106100, Fax : +91 33 22430886
E-mail : ifgl.ho@ifgl.in, Websites : www.ifglref.com

Date: 1st July'2022

Mr. Bikram Das
143B/1 Picnic Garden Road,
Kolkata - 700039

Dear Mr. Das,

Re: Letter of Appointment

Further to our letter dated January 12, 2022, for the post of " Management Trainee " in the Company at Cost to the Company (CTC) of Rs. 4,25,004/- (Rupees four lacs twenty five thousand and four only) per annum, we give here in below the break-up and particulars of your salary, allowances, entitlements, benefits and terms and conditions applicable to your appointment in the Company in NGR Grade.

1. You will be presently posted at Jamshedpur-Site. You shall discharge such duties and responsibilities, which may be entrusted from time to time to you for furtherance of the objectives of the Company.
2. For the services rendered by you, you shall be paid Salary, Allowances and Perquisites as per Annexure-I attached here to.
3. You shall be entitled to retirement benefits in the manner and to the extent stated below:
 - c) Provident Fund contribution at the maximum prescribed rate i.e. presently 12%, on maximum of prescribed salary of Rs.15000/- per month.
 - d) Gratuity benefit in accordance with the Payment of Gratuity Act, 1972.
4. The Company will also cover you and your family by a Health Insurance Policy as per company rules. Under this Policy, you will be entitled to obtain hospitalization expenses subject to fulfillment of terms and conditions prescribed therefore. However these facilities will not be extended to those who are covered under ESIC. You shall also be covered by a Personal Accident Insurance Policy.
5. You will be entitled to leave as per the rules of the company, depending upon your posting. Said leaves will, however, neither be eligible for carry forward nor encashable.

Registered Office & Kalunga Works :
Sector 'B', Kalunga Industrial Estate
P.O. Kalunga - 770 031, Dist. Sundergarh, Odisha, India
Phone : +91 661 2660195, Fax : +91 661 2660173
E-mail : ifgl.works@ifgl.in, CIN : LS1909OR2007PLC027954



6. You have already joined and started discharging your duties and responsibilities on and from July 1, 2022.

This letter is being issued in duplicate. Kindly sign and return the duplicate copy of this letter as a token of your having accepted and agreed to the terms and conditions contained in this letter and also in Annexure-II attached herewith.

Looking forward to a long and fruitful association.

With best wishes,

Yours sincerely,
For IFGL Refractories Limited

Kamal Sarda

Kamal Sarda
Director & CEO





RHI MAGNESITA

RHI MAGNESITA INDIA LTD.
(Formerly Orient Refractories Ltd.)
301, 316-17, Tower B, EMAAR Digital Greens
Golf Course Extension Road, Sector 61,
Gurugram, haryana-122011, INDIA
T +91 124 4062930
E corporate.india@rhimagnesita.com
www.rhimagnesitaindia.com

Date: 26/05/2022

Offer Letter

Mr. Aniket Halder,
Vill- Harisankarpur, Po + PS – Magrahat,
Distt- South 24 Parganas, West Bengal,
India, Pin-743355
Mob. +91 9382697431
Email- halderaniket163@gmail.com

Dear Mr. Halder,

This has reference to your application and subsequent interview you had with us, we are pleased to offer you employment in our organization, and we hereby confirm the intention to make our formal offer of employment as:

Designation : GET
Cost to Company : As per Annexure I
Global Bonus : 5% as per Company policy
Location : Anywhere in India


You are advised to join duty on 01/09/2022. The formal letter of appointment will be issued to you after joining.

This offer is subject to your being fit in the Pre-employment medical examination.

We welcome you to RHI Magnesita Family and wish you a long and mutually satisfying career with us.

Thanking you,

For RHI Magnesita India Ltd.


JYOTIRMOY BHATTACHARJEE
DIRECTOR-SALES, INDIA


TAMISRA MUKHERJE
DY. GENERAL MANAGER (P&C)

TDK India Private Limited, Kulia Kanchrapara Road, P.O. Netaji Subhas Sanatorium, Kalyani, Nadia – 741 251, INDIA

To,
Ms. Labani Sardar,
Kalipada Sardar,
Champahati, South 24 parganas,
West Bengal,
Pin-743330

Name: Satish Sinha
Department: Human Resources
Telephone: +91 33 61666 325
Fax: +91 33 61666 307
e-mail: satish.sinha@tdk.com

Your letter of:
Ref:
Date: 13-06-2022

Dear Ms. Sardar,

Sub: Engagement as 'Graduate Engineer Trainee'

This has reference to the interview you had with us for the above position. We are pleased to inform you that you have been selected for engagement as "Graduate Engineer Trainee" on the following terms and conditions.

1. Training shall be for a period of 1-year duration with effect from 13-06-2022.
2. During the training period you shall be paid gross amount of Rs. 23,200/- (Rupees twenty-three thousand two hundred only) subject to P.F. and other statutory deductions as per rules of the company.

the break-up of the gross amount is as follows:

Stipend	: Rs. 15,100/- per month
House Rent Allowance	: Rs. 7,550/- per month
Conveyance Allowance	: Rs 550/- per month

3. Apart from the above, you are not liable to any other financial or non-financial benefit of whatsoever in nature.
4. This letter is being issued without any commitment of permanent engagement and subject to your performance and availability of suitable vacancy.
5. During this training period, 15 days of All Purpose leave (APL) will be granted to you. Minimum APL to be availed is one day only.
6. Your performance will be reviewed periodically. In case your performance during the training in various areas including attendance, merit, potentiality and conduct are not found satisfactory, the Company at its sole discretion reserves the right to terminate/discontinue your training at any point of time during the training period.

Contd...2



Pratim Kumar Mondal <pratimkumarmondal001@gmail.com>

CONFIDENTIAL! Offer letter.

2 messages

G Prasanta Kumar Reddy <prasanta.reddy@trlkrosaki.com>

18 August 2022 at 12:38

To: "pratimkumarmondal001@gmail.com" <pratimkumarmondal001@gmail.com>

Cc: Rajesh Singh <rajesh.singh@trlkrosaki.com>, Manoranjan Bal <manoranjan.bal@trlkrosaki.com>



**STRICTLY
CONFIDENTIAL**

Date: 18-08-2022

Mr. Pratim Kumar Mondal

West Bengal

Sub : Appointment Offer.

Dear Pratim,

Congratulations !

This has reference to the interview you had with us. We are pleased to offer you the position of **GRADUATE TRAINEE** in our Company. This appointment is subject to your passing the medical examination which will be conducted in our TRL Krosaki Hospital at Belpahar. Your compensation package for the aforesaid position is appended as Annexure. As discussed, you are requested to join us on **1st September 2022 at Belpahar**, and immediately after joining, your induction programme will be conducted by our HRD. After completion of joining formalities and Induction, you will be placed in our "Technology (FCP & MONO)" department at Belpahar. "Contact Mr. G Prasanta Kumar Reddy, Manager, Mob: 9937578631 for joining and any other help.

Detailed appointment letter will be issued to you after your joining the Company. On the date of joining, you are requested to bring all Certificate in original with regards to your qualification, experience, date of birth etc. and SBI/CBI pass book, Voter ID Card, Pan Card, UAN Number, Aadhar Card, Passport, Driving License and one set photocopy of each of the said documents for verification and to be kept in service record along with 4 nos. of passport size photographs. Please note that your name, date of birth and gender must be same in the Matriculation Certificate, Aadhar Card, PAN Card, UAN Card and Bank Passbooks as applicable to create KYC with P.F. authorities. In case there is any discrepancy in your name and date of birth, please correct the same before the joining date. Wearing of protective leather shoes & mask inside Company premises is mandatory as per safety and COVID-19 regulations.

Please send us your acceptance through email at the earliest, as this offer is valid till **20th August 2022**.

By accepting this offer, you also agree to sign three years' Service Agreement, the draft of which is attached for necessary action at your end. You may contact Mr. M. Bal (Mob: 8455868188) for necessary instructions about signing of the said agreement.

Looking forward to your becoming a valuable member of "Team TRL Krosaki".

Thanking you,

Yours truly,

for **TRL Krosaki Refractories Limited**

RK Singh

(Dr. R. K. Singh)
Vice President (HR & IR)

Thanks and regards

Prasanta

G. Prasanta Kumar Reddy
Manager HR & IR



TRL KROSAKI REFRACTORIES LIMITED
CIN : U26921OR1958PLC000349
P.O.:Belpahar Dist.:Jharsuguda 768218 Odisha India
P 9937578631 | M 8093980102
E prasanta.reddy@trlkrosaki.com
W <https://www.trlkrosaki.com>

Follow us on    



2 attachments

 **Annexure-1.pdf**
174K

 **Drfat Service Agreement - Draft_Revised.docx**
27K

Pratim Kumar Mondal <pratimkumarmondal001@gmail.com>
To: G Prasanta Kumar Reddy <prasanta.reddy@trlkrosaki.com>

18 August 2022 at 13:54

Respected Sir,

I, Pratim Kumar Mondal, accept the position of Graduate Trainee in TRL Krosaki with great enthusiasm.

I feel confident that I can make a positive contribution to the establishment.

Thanking you,

Sincerely,

Pratim Kumar Mondal

[Quoted text hidden]

18 attachments



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37K



image003.jpg
4K



image004.png
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image005.jpg
49K



image003.jpg
4K



To,
Ms. Shreya Barua,
Sanjit Barua,
Viveknagar, Shyamnagar,
Noapara, North 24 parganas
West Bengal,
Pin-743127

Name: Satish Sinha
Department: Human Resources
Telephone: +91 33 61666 325
Fax: +91 33 61666 307
e-mail: satish.sinha@tdk.com

Your letter of:

Ref:
Date: 13-06-2022

Dear Ms. Barua,

Sub: Engagement as 'Graduate Engineer Trainee'

This has reference to the interview you had with us for the above position. We are pleased to inform you that you have been selected for engagement as "Graduate Engineer Trainee" on the following terms and conditions.

1. Training shall be for a period of 1-year duration with effect from 13-06-2022.
2. During the training period you shall be paid gross amount of Rs. 23,200/- (Rupees twenty-three thousand two hundred only) subject to P.F. and other statutory deductions as per rules of the company.

the break-up of the gross amount is as follows:

Stipend	: Rs. 15,100/- per month
House Rent Allowance	: Rs. 7,550/- per month
Conveyance Allowance	: Rs. 550/- per month

3. Apart from the above, you are not liable to any other financial or non-financial benefit of whatsoever in nature.
4. This letter is being issued without any commitment of permanent engagement and subject to your performance and availability of suitable vacancy.
5. During this training period, 15 days of All Purpose leave (APL) will be granted to you. Minimum APL to be availed is one day only.
6. Your performance will be reviewed periodically. In case your performance during the training in various areas including attendance, merit, potentiality and conduct are not found satisfactory, the Company at its sole discretion reserves the right to terminate/discontinue your training at any point of time during the training period.

Contd...2

TDK India Private Limited

Kulia Kanchrapara Road, P.O. Netaji Subhas Sanatorium, Kalyani, Nadia – 741 251, INDIA · www.global.tdk.com ·

CIN:U92131WB1976PTC030763-Registered Office : Kulia Kanchrapara Road, P.O. Netaji Subhas Sanatorium, Kalyani, Nadia – 741 251, INDIA

Page - 2

7. You can terminate the contract of traineeship during the first three months of the training period without assigning any reason. Subsequently thereafter, if you happen to leave the Company on your own accord, then you shall have to pay an amount equivalent to the total stipend drawn by you during the period of traineeship with the Company till such point of time.
8. Your selection is being made on the basis of your acceptance to stay at Kalyani, Nadia and the information furnished by you to the company and in case any information as given by you is found false or incorrect this traineeship will be liable for termination without assigning any reason.
9. You may require to perform shift duties as per instruction by your department to which you are attached here to.
10. You will abide by the "TDK Code of Conduct" and will also abide by all the applicable Rules & Regulations which are in force or introduced or amended from time to time. You shall not divulge any information/document/technology which you will gather and come across during the currency of your training period, to any outsider.

You will be covered by prevailing ESI and PF Act and Rules and all other statutory provisions as may be applicable for your category, which may be in force from time to time.

If the above offer is acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

For TDK India Private Limited,


(Kallol Saha)
President - KA MAG


(Satish Sinha)
Chief Manager - HR

Accepted



Carborundum Universal Limited

Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.

Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149

Email : cumigeneral@cumi.murugappa.com

Website : www.cumi.murugappa.com

CIN No. : L29224TN1954PLC000318.

22nd Dec 2021

Dear Sourav Naskar,

Welcome to Carborundum Universal Limited!

We are delighted to offer you the position of **Graduate Engineer Trainee** in our company. The training period is 12 months. Your assimilation into our system depends on your enthusiasm to apply your knowledge in your specified role, your willingness to work diligently and a keen desire to learn. During this period, we will provide you with opportunities for a fairly comprehensive exposure to our Company and also to undertake specific assignments.

The Salary Structure is provided as an Annexure to this Letter.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course. Please sign and return the duplicate copy of this letter as a token of your acceptance. Your selection is subject to your being found medically fit and your successful completion of your Engineering Degree in April/May 2022.

We look forward to meeting you soon and trust that your association with Carborundum Universal will be a mutually beneficial one.

Yours faithfully,
For CARBORUNDUM UNIVERSAL LIMITED

Bhaskharan Kannun
Head – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Sourav Naskar

SIGNATURE

Contact details

Mobile: 7557808295

Email id: Souravnaskar7557@gmail.com

22/12/2021



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318.

Annexure: Salary Structure

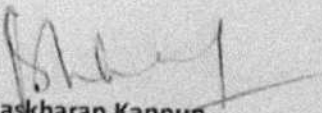
Components	Per month	Per annum
Basic	10,447	1,25,360
HRA	5,223	62,680
Conveyance	1,600	19,200
Additional Special Allowance	7,597	91,160
Medical	1,250	15,000
Monthly Gross Salary	26,117	3,13,400
PF		21,600
Bonus (Paid at the end of Training Period)		40,000
Total Annual Cost to Company		3,75,000

It shall be obligatory on your part to accept the job and serve the company for a minimum period of 2 years from the Date of Joining as a Graduate Engineer Trainee. A Minimum Service Agreement and Promissory note will have to be signed by you at the time of joining as a Graduate Engineer Trainee. If you leave the services of the company, you will be liable to pay damages as follows.

- During Training period, you are liable to pay 50 % of the Total Annual Cost to Company
- Upon Confirmation, 25 % of the Total Annual Cost to Company

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For CARBORUNDUM UNIVERSAL LIMITED


Bhaskharan Kannan
Head - Human Resources

ACCEPTANCE OF OFFER
I hereby declare that I accept this Offer Letter

Sourav Naskar
SIGNATURE

22/12/2021





Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318.

22nd Dec 2021

Dear Rahul Roy,

Welcome to Carborundum Universal Limited!

We are delighted to offer you the position of **Graduate Engineer Trainee** in our company. The training period is 12 months. Your assimilation into our system depends on your enthusiasm to apply your knowledge in your specified role, your willingness to work diligently and a keen desire to learn. During this period, we will provide you with opportunities for a fairly comprehensive exposure to our Company and also to undertake specific assignments.

The Salary Structure is provided as an Annexure to this Letter.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course. Please sign and return the duplicate copy of this letter as a token of your acceptance. Your selection is subject to your being found medically fit and your successful completion of your Engineering Degree in April/May 2022.

We look forward to meeting you soon and trust that your association with Carborundum Universal will be a mutually beneficial one.

Yours faithfully,
For CARBORUNDUM UNIVERSAL LIMITED


Bhaskharan Kannun
Head – Human Resources


ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Contact details

Mobile: 9547803062

Email id: heyrahul0000@gmail.com


SIGNATURE
22nd DEC, 21



ARVIND INDUSTRIES

Rly Colony Road, NH 49
P.O. CHAMPA 495 671 (C.G.)
Mob : 9630094441, 9425223141
Web : www.arvindceramics.com
E-mail : sale.arvindceramics@gmail.com

(AN ISO 9001:2008 REGISTERED COMPANY)



ISO 9001 : 2008 Registered Company
Certificate No. PCMS/QMS/1310-2009

01st April 2022

Mr. Ayan Chitrakar
S/O Raghunath Chitrakar
Add. 48/1 Tatultala beni Master lane
P.O. Kolkata-700061

LETTER OF APPOINTMENT

Dear Mr. Chitrakar,

As discussed, we are pleased to offer you appointment in our organization (Arvind Industries) with effect from 1st April 2022 on the following terms & condition.

01. You shall be paid a basic salary of Rs. 20,000.00 per month in. Your salary shall be subject to deduction for all government taxes, contributions and subscription.
02. You will be designated as Manager-Production.
03. You shall attend duty at own cost.
04. You shall be eligible for all other facilities and allowances as per rule of the company applicable to the above grade.
05. During the period of your service, if there is any lapse/misconduct on your part which in the opinion of the management renders you unsuitable for service with the company. You are liable to terminated from the service forthwith without notice and without any compensation in lieu of notice.
06. Your employment with us will be full time and no time you should engage yourself in any other work directly or indirectly without written permission of the management.
07. The company reserve to write the transfer you at any time to any place within the territory of India or outside India in your present capacity as the management may choose to confer you.
08. Your service shall automatically stand terminated on attaining the age of superannuation as per the law in force being enforced from time to time unless the company communicates you in writing to retain you beyond the prescribed.
09. Apart from the above terms and conditions, you will be governed by service rules and regulations of the company in which are placed/transfer/deputed.
10. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.

If the terms & conditions are acceptable to you, please sign the office copy as taken of acceptance and return the same for our record.

Tanking you,
Your faithfully,

For ARVIND INDUSTRIES



I accepted the appointment on the above terms and conditions. I will report to duty on..... with date.....



RHI MAGNESITA

RHI MAGNESITA INDIA LTD.
(Formerly Orient Refractories Ltd.)
301, 316-17, Tower B, EMAAR Digital Greens
Golf Course Extension Road, Sector 61,
Gurugram, Haryana-122011, INDIA
T +91 124 4062930
E corporate.india@rhimagresita.com
www.rhimagresitaindia.com

RMIL:HR: R: 681

DATE: 09/10/2021

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mr. Ruprag Kundu student of 4th year Ceramic Engg., Govt. College of Engg. & Ceramic Technology, (73, A.C. Banerjee Lane, Kolkata-700010) has successfully completed his Six Weeks In-Plant training at RHI Magnesita India Ltd., (Formerly Orient Refractories Limited) Bhiwadi, Rajasthan for the period of 31st Aug 2021 to 12th Oct 2021.

Ruprag possesses excellent analytical and observational skills. However, the most striking feature about his personality is her determined mind-set, which is ever ready to take up new challenges. Ruprag's workings and findings have been systematic, lucid and clearly delivered. He is a patient listener and quick learner.

With respect to personality, Ruprag is well behaved, and an amicable person. To the best of my knowledge, he possesses good organizational skills as well.

I wish him all success in life.

Thanking you,
For RHI Magnesita India Ltd.


RAJ KISHOR SINGH
SR. MANAGER (P&A)

Name: Abir Mukherjee
Department: Human Resources
Telephone: +91 33 61666-325
Fax: +91 33 61666-307
e-mail: abir.mukherjee@tdk.com

Ref:
Date: 03-07-2023

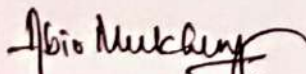
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Ruprag Kundu, has worked at our organization from 13th June 2022 to 12th June 2023 as a “Graduate Engineer Trainee” and was associated with Production related work.

We found him hardworking, sincere and punctual and ready to take new initiatives. He was excellent in his work during the above period.

We wish him all success in his future endeavors.

For TDK India Private Limited,


(Abir Mukherjee)
Manager - HR



ARVIND INDUSTRIES

Rly Colony Road, NH 49
P.O. CHAMPA 495 671 (C.G.)
Mob. : 9630094441, 9425223141
Web : www.arvindceramics.com
E-mail : sale.arvindceramics@gmail.com

(AN ISO 9001:2008 REGISTERED COMPANY)



01st April 2022

Mr. Ayan Chitrakar
S/O Raghunath Chitrakar
Add. 48/1 Tatultala beni Master lane
P.O. Kolkata-700061

LETTER OF APPOINTMENT

Dear Mr. Chitrakar,

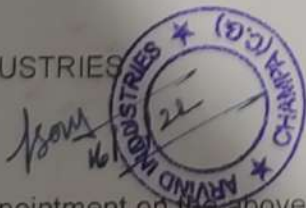
As discussed, we are pleased to offer you appointment in our organization (Arvind Industries) with effect from 1st April 2022 on the following terms & condition.

01. You shall be paid a basic salary of Rs. 20,000.00 per month in. Your salary shall be subject to deduction for all government taxes, contributions and subscription.
02. You will be designated as Manager-Production.
03. You shall attend duty at own cost.
04. You shall be eligible for all other facilities and allowances as per rule of the company applicable to the above grade.
05. During the period of your service, if there is any lapse/misconduct on your part which in the opinion of the management renders you unsuitable for service with the company. You are liable to be terminated from the service forthwith without notice and without any compensation in lieu of notice.
06. Your employment with us will be full time and no time you should engage yourself in any other work directly or indirectly without written permission of the management.
07. The company reserves to write the transfer you at any time to any place within the territory of India or outside India in your present capacity as the management may choose to confer you.
08. Your service shall automatically stand terminated on attaining the age of superannuation as per the law in force being enforced from time to time unless the company communicates you in writing to retain you beyond the prescribed.
09. Apart from the above terms and conditions, you will be governed by service rules and regulations of the company in which you are placed/transfer/deputed.
10. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been served upon you.

If the terms & conditions are acceptable to you, please sign the office copy as taken of acceptance and return the same for our record.

Tanking you,
Your faithfully,

For ARVIND INDUSTRIES



I accepted the appointment on the above terms and conditions. I will report to duty on..... with date.....

To,

Mr.Nababrato Das.

Mob No – 8513847870

S/O:- Uzzal Das,

Ramnagar Road,

Korar Bagan, Ramnagar Road,

Bongaon(M),North 24 Parganas,

West Bengal,743235

Date: 23.06.2022.

Sub: Offer Letter.

Dear Mr. Nababrato Das,

With reference to your application, profile and subsequent interview held with us. We are pleased to inform you that you have been selected for the position of **GET** and also have pleasure in offering you the position of **GET** in our organization.You will be posted in Balco site.

You will be compensated at Monthly Gross Salary of **Rs 20,000/-**(EPF and other statutory deduction will applicable as per rule).

Kindly confirm your acceptance by submitting the signed copy at HR Dept of the offer letter.



Rajendra Mechanical private Limited



HR-PM-RC-FOR-10-F009 (22)
November 12, 2021

Mr. Debojyoti Goon
Arabinda Lane, Naranarayan Road
Kotwali Cooch Behar
Pin - 736101
West Bengal, India

Dear Debojyoti,

You have been a part of the Summer Internship program – SG Next 2021 with Saint Gobain India Pvt Ltd and we congratulate to for your contributions. With reference to your application and the interviews we have had, we are pleased to make an employment offer to you as **Management Trainee** in Saint-Gobain India Private Ltd. You will be initially located at our manufacturing location at Sriperumbudur, Tamilnadu.

The details are as under:

- 1) **Joining Date** : on or before July 1, 2022.
- 2) **Training Period** : Six Months
- 3) **Your emoluments are as under :**

<u>Components</u>	<u>Amount (Rs. per annum)</u>
• Basic Pay	: Rs.2,37,600/-
• HRA	: Rs.1,18,800/-
• Special Allowance	: Rs.35,400/-
• Education Allowance	: Rs.2,400/-
• Conveyance Allowance	: Rs.1,18,800/-
• Domiciliary Medical Assistance	: Rs.15,000/-
• Annualized Incentive*	: Rs.60,000/-
• Employer Provident Fund	: Rs.28,512/-
• Gratuity	: Rs.13,968/-

- 4) *** Incentive** : You will be eligible for a fixed incentive on completion of your training. Thereafter from the date of your probation you will be covered under Performance Related Variable Incentive Scheme for Employees (PRISE/PRIME), as applicable to the function you belong to.

Saint-Gobain India Private Limited - Glass Business

Registered Office : Floor No. 7, Sigapi Aachi Building, 18/3 Rukmani Lakshmi Pathy Road, Egmore, Chennai - 600 008
Ph : +91 - 44 - 4593 6000 | Fax : +91 - 44 - 4593 6008 | www.in.saint-gobain-glass.com
CIN U26109TN1997PTC037875



- 5) **Retention Bonus** : You will be paid one-time Retention Bonus of Rs.3 lakhs on successful completion of 3 years of service from the date of confirmation.
- 6) **Medical Insurance** : You will be governed by Group Insurance policies as applicable to your level.

Your appointment is subject to:

- (a) You being medically fit for Employment to be certified by the Company Doctor or any other Registered Medical Practitioner appointed or authorized by the Company.
- (b) You successfully complete your graduation at the time of joining.

Please give your acceptance by duly signing and returning duplicate copies of:

1. Appointment Letter,
2. Standard Terms and Conditions of Appointment
3. Group Principles of Action & Principles of Conduct.

In order to complete the joining formalities, we request you to submit a copy of the following documents at the time of joining:

1. Three passport size photographs (with a business formal attire) and copy of PAN number.
2. One set of photostat copies of the following documents with their originals for verification:
 - a. Birth certificate (SSLC or equivalent Pre-college certificate), Transfer Certificate / Community Certificate
 - b. Educational certificates
Proof of examinations passed, including the name of the institution and percentage of marks obtained etc.,
 - c. Employment certificates (where applicable)
Service certificate and proof of last drawn salary with previous employers.

In order to have smooth salary transactions you are advised to hold a HDFC or ICICI or SBI bank account before joining us. Any Income tax liability will be borne by the employee.

We welcome you to join us for a bright and rewarding career with Saint-Gobain India private Ltd.

Yours sincerely,

P Padmakumar
Executive Director – Human Resources
Saint-Gobain India Private Limited &
Head –CSR, Saint-Gobain India

Encl : a/a

ACCEPTED :

(Debojyoti Goon)

Ref.: HR(S)/61/2022/34

February 15, 2022

Mr. Prayash SAHA

Government College of Engineering and Ceramic Technology, Kolkata.

Dear Mr. Prayash SAHA,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Graduate Engineer Trainee with annual compensation of INR 6,32,501/- (Rupees Six Lakhs Thirty Two Thousand Five Hundred One Only) in our organization. You will be on a training period for eighteen months followed by probation of six months from the date of your joining. The enclosed sheet provides the details of your compensation.

You may be posted to work in any of our Divisions, Departments, Offices or Works managed by this Company, or any of its subsidiaries etc. You will currently operate from Katni and report to Industrial Operation Director, South West Asia. The detailed letter of appointment will be issued to you on your reporting to duty at our Katni Plant, "Calderys India Refractories Ltd.", Katni Refractory Works, PO-Katni, C.F., Dist-Katni, Madhya Pradesh - 483504. Your date of joining will be 01 July 2022.

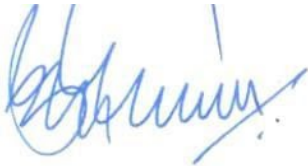
Kindly note, this offer is valid for a period of one day for your acceptance, from the date of issue. If we do not receive your formal acceptance within two days it stands revoked automatically.

The offer is subject to the clearance of Employee background verification in line with the Company process.

All appointments in this organization are subject to the selected candidate being medically fit for employment. We are enclosing our medical report form, which may please be returned to us duly completed by any registered (MBBS) medical practitioner within a week's time.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

Yours faithfully,
For Calderys India Refractories Ltd



Ish Mohan Garg
India Chairman & Greater Asia Vice President – HTS
Imerys

Encl:

Compensation Sheet, Medical Report Form

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on _____

Signature

Ref.: HR(S)/61/2022/32

February 15, 2022

Mr. Dipankar CHAUHAN

Government College of Engineering and Ceramic Technology, Kolkata.

Dear Mr. Dipankar CHAUHAN,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Graduate Engineer Trainee with annual compensation of INR 6,32,501/- (Rupees Six Lakhs Thirty Two Thousand Five Hundred One Only) in our organization. You will be on a training period for eighteen months followed by probation of six months from the date of your joining. The enclosed sheet provides the details of your compensation.

You may be posted to work in any of our Divisions, Departments, Offices or Works managed by this Company, or any of its subsidiaries etc. You will currently operate from Katni and report to Industrial Operation Director, South West Asia. The detailed letter of appointment will be issued to you on your reporting to duty at our Katni Plant, "Calderys India Refractories Ltd.", Katni Refractory Works, PO-Katni, C.F., Dist-Katni, Madhya Pradesh - 483504. Your date of joining will be 01 July 2022.

Kindly note, this offer is valid for a period of one day for your acceptance, from the date of issue. If we do not receive your formal acceptance within two days it stands revoked automatically.

The offer is subject to the clearance of Employee background verification in line with the Company process.

All appointments in this organization are subject to the selected candidate being medically fit for employment. We are enclosing our medical report form, which may please be returned to us duly completed by any registered (MBBS) medical practitioner within a week's time.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

Yours faithfully,
For Calderys India Refractories Ltd



Ish Mohan Garg
India Chairman & Greater Asia Vice President – HTS
Imerys

Encl:

Compensation Sheet, Medical Report Form

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on _____

Signature



HR-PM-RC-FOR-10-F020 (22)
December 22, 2021

Mr. Samiul Sardar

Vill-Chakberia, P. O. - Kustia, P. S. - Sonarpur
Ghatakpukur Road, District- South 24
Parganas, Sonarpur Pin - 743330
West Bengal, India

Dear Samiul,

With reference to your application and the interviews we have had, we are pleased to make an employment offer to you as **Management Trainee** in Saint-Gobain India Private Ltd. You will be initially located at our manufacturing location at Sriperumbudur, Tamilnadu.

The details are as under:

- 1) **Joining Date** : on or before July 1, 2022.
- 2) **Training Period** : Six Months
- 3) **Your emoluments are as under :**

<u>Components</u>	<u>Amount (Rs. per annum)</u>
• Basic Pay	: Rs.2,37,600/-
• HRA	: Rs.1,18,800/-
• Special Allowance	: Rs.35,400/-
• Education Allowance	: Rs.2,400/-
• Conveyance Allowance	: Rs.1,18,800/-
• Domiciliary Medical Assistance	: Rs.15,000/-
• Annualized Incentive*	: Rs.60,000/-
• Employer Provident Fund	: Rs.28,512/-
• Gratuity	: Rs.13,968/-

- 4) *** Incentive** : You will be eligible for a fixed incentive on completion of your training. Thereafter from the date of your probation you will be covered under Performance Related Variable Incentive Scheme for Employees (PRISE/PRIME), as applicable to the function you belong to.

Saint-Gobain India Private Limited - Glass Business

Registered Office : Floor No. 7, Sigapi Aachi Building, 18/3 Rukmani Lakshmiipathy Road, Egmore, Chennai - 600 008
Ph : +91 - 44 - 4593 6000 | Fax : +91 - 44 - 4593 6008 | <https://in.saint-gobain-glass.com>
CIN U26109TN1997PTC037875



- 5) **Retention Bonus** : You will be paid one-time Retention Bonus of Rs.3 lakhs on successful completion of 3 years of service from the date of confirmation.
- 6) **Medical Insurance** : You will be governed by Group Insurance policies as applicable to your level.

Your appointment is subject to:

- (a) You being medically fit for Employment to be certified by the Company Doctor or any other Registered Medical Practitioner appointed or authorized by the Company.
- (b) You successfully complete your graduation at the time of joining.

Please give your acceptance by duly signing and returning duplicate copies of:

1. Appointment Letter,
2. Standard Terms and Conditions of Appointment
3. Group Principles of Action & Principles of Conduct.

In order to complete the joining formalities, we request you to submit a copy of the following documents at the time of joining:

1. Three passport size photographs (with a business formal attire) and copy of PAN number.
2. One set of photostat copies of the following documents with their originals for verification:
 - a. Birth certificate (SSLC or equivalent Pre-college certificate), Transfer Certificate / Community Certificate
 - b. Educational certificates
Proof of examinations passed, including the name of the institution and percentage of marks obtained etc.,
 - c. Employment certificates (where applicable)
Service certificate and proof of last drawn salary with previous employers.

In order to have smooth salary transactions you are advised to hold a HDFC or ICICI or SBI bank account before joining us. Any Income tax liability will be borne by the employee.

We welcome you to join us for a bright and rewarding career with Saint-Gobain India private Ltd.

Yours sincerely,

P Padmakumar
Executive Director – Human Resources
Saint-Gobain India Private Limited &
Head –CSR, Saint-Gobain India

Encl : a/a

ACCEPTED : _____
(SAMIUL SARDAR)



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318.

22nd Dec 2021

Dear Sanjib Kumar Maity,

Welcome to **Carborundum Universal Limited!**


We are delighted to offer you the position of **Graduate Engineer Trainee** in our company. The training period is 12 months. Your assimilation into our system depends on your enthusiasm to apply your knowledge in your specified role, your willingness to work diligently and a keen desire to learn. During this period, we will provide you with opportunities for a fairly comprehensive exposure to our Company and also to undertake specific assignments.

The Salary Structure is provided as an Annexure to this Letter.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course. Please sign and return the duplicate copy of this letter as a token of your acceptance. Your selection is subject to your being found medically fit and your successful completion of your Engineering Degree in April/May 2022.

We look forward to meeting you soon and trust that your association with Carborundum Universal will be a mutually beneficial one.

Yours faithfully,
For **CARBORUNDUM UNIVERSAL LIMITED**


Bhaskharan Kannun
Head – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE

Contact details

Mobile:

Email id:



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318.

Annexure: Salary Structure

Components	Per month	Per annum
Basic	10,447	1,25,360
HRA	5,223	62,680
Conveyance	1,600	19,200
Additional Special Allowance	7,597	91,160
Medical	1,250	15,000
Monthly Gross Salary	26,117	3,13,400
PF		21,600
Bonus (Paid at the end of Training Period)		40,000
Total Annual Cost to Company		3,75,000

It shall be obligatory on your part to accept the job and serve the company for a minimum period of 2 years from the Date of Joining as a Graduate Engineer Trainee. A Minimum Service Agreement and Promissory note will have to be signed by you at the time of joining as a Graduate Engineer Trainee. If you leave the services of the company, you will be liable to pay damages as follows.

- During Training period, you are liable to pay 50 % of the Total Annual Cost to Company
- Upon Confirmation, 25 % of the Total Annual Cost to Company

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For CARBORUNDUM UNIVERSAL LIMITED

Bhaskharan Kannun
Head – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE



June 29, 2022

Surajit Das
Government College of Engineering & Ceramic Technology

Re : **Offer Letter**

Dear Mr. Das,

With reference to the interview you had with us, we are pleased to inform that you have been selected for employment in our organization as **Engineer**, subject to clearance of pre-employment medical check up.

Your CTC will be **Rs. 5,00,000/- per annum**. Please refer to Annexure A attached. During the tenure of your employment with the Company you shall not engage yourself in any other business or occupation. If needed, you may be required to give your services to any of the group or associate companies of M.N. Dastur & Co. (P) Ltd, in India or outside. You shall have a probationary period of twelve (12) months.

Your appointment with Dastur is also subject to submission of the following documents.

- 1) Photocopies of **ALL** academic marksheets and certificates (Class X till the highest degree attained)
- 2) One copy passport size photograph
- 3) Photocopy of PAN card
- 4) Photocopy of Address proof (any of Driving Licence, Passport, Aadhaar Card, Ration Card, Voter Card, Telephone/ Mobile bill, Electricity bill, Bank Pass book)

Please note you are required to submit photocopies of the above documents on your date of joining.

Your date of joining shall be Monday, 1st August 2022 at Head Office – Kolkata.
Kindly send us a confirmation with regard to your joining.

We look forward to your joining our organization.

You may revert for any further clarification.

Yours truly,
M.N. DASTUR & COMPANY (P) LTD

Chandreyi Das Sharma
Manager – HR

M. N. Dastur & Company (P) Ltd
Consulting Engineers

P-17 Mission Row Extension
Kolkata 700013, India

T +91 33 2225 0500 / 5420
F +91 33 2225 1422 / 7101
kolkata@dastur.com
www.dastur.com



Annexure A

The detailed break up of your remuneration is stated as below:

SL. NO.	SALARY COMPONENTS	AMOUNT (RS.)
MONTHLY		
1	Basic Salary	15,000.00
2	House Rent Allowance	7,500.00
3	Conveyance Allowance	5,100.00
4	Meal Allowance	2,000.00
5	Additional Special Allowance	5,633.00
6	Telephone Reimbursement	1,100.00
7	Medical Reimbursement	1,250.00
8	Company's Contribution to PF	1,800.00
[A]	SUB TOTAL	39,383.00
ANNUAL		
9	Bonus / Ex-Gratia	11,250.00
10	Empl. Leave Travel Assistance	7,500.00
11	Gratuity	8,654.00
[B]	SUB TOTAL	27,404.00
FIXED COST TO COMPANY [(A*12) + B]		5,00,000.00

Notes:-

- 1) Bonus / Ex-gratia is an indicative figure used for computation of CTC and is declared solely on Company's discretion. Amount payable in a year will be for the number of days worked in the previous Financial Year (April – March) on pro-rata basis, as applicable, subject to being on the payroll of the Company as on the date of disbursement.
- 2) Employee Leave Travel Assistance (ELTA) may be claimed once in a block of two (2) years subject to completion of at least two (2) years of continuous service as per rules & practices of the Company prevalent from time to time. Entitlement is limited to one month's Basic Salary prevailing during the relevant block year for which ELTA has been availed.
- 3) Eligibility for Gratuity is as per provisions of The Payment of Gratuity Act, 1972 & its amendments thereof.

M.N. DASTUR & COMPANY (P) LTD

Chandreyi Das Sharma

Chandreyi Das Sharma
Manager – HR

HR-PM-RC-FOR-10-F021 (22)
December 22, 2021

Ms. Swaralipi Kumar
7/2, Poddarnagar, P.A. Shah Road
Kolkata, Pin - 700068
West Bengal, India

Dear Swaralipi,

With reference to your application and the interviews we have had, we are pleased to make an employment offer to you as **Management Trainee** in Saint-Gobain India Private Ltd. You will be initially located at our manufacturing location at Sriperumbudur, Tamilnadu.

The details are as under:

- 1) **Joining Date** : on or before July 1, 2022.
- 2) **Training Period** : Six Months
- 3) **Your emoluments are as under :**

<u>Components</u>	<u>Amount (Rs. per annum)</u>
-------------------	-------------------------------

- | | |
|----------------------------------|-----------------|
| • Basic Pay | : Rs.2,37,600/- |
| • HRA | : Rs.1,18,800/- |
| • Special Allowance | : Rs.35,400/- |
| • Education Allowance | : Rs.2,400/- |
| • Conveyance Allowance | : Rs.1,18,800/- |
| • Domiciliary Medical Assistance | : Rs.15,000/- |
| • Annualized Incentive* | : Rs.60,000/- |
| • Employer Provident Fund | : Rs.28,512/- |
| • Gratuity | : Rs.13,968/- |

- 4) *** Incentive** : You will be eligible for a fixed incentive on completion of your training. Thereafter from the date of your probation you will be covered under Performance Related Variable Incentive Scheme for Employees (PRISE/PRIME), as applicable to the function you belong to.



Saint-Gobain India Private Limited - Glass Business

Registered Office : Floor No. 7, Sigapi Aachi Building, 18/3 Rukmani Lakshmi pathy Road, Egmore, Chennai - 600 008
Ph : +91 - 44 - 4593 6000 | Fax : +91 - 44 - 4593 6008 | <https://in.saint-gobain-glass.com>
CIN U26109TN1997PTC037875

Date: 4 Jul 2022

Ref: RIL/80209385/30030989/040722/1012

Dear Mritwika Bhattacharya,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "GET- Solar Value Chain" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 4 Jul 2022

Page 1 of 3

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

**Sincerely yours,
Reliance Industries Ltd.**

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 4 Jul 2022

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ANNEXURE A

1.1 Annual Compensation Summary

ANNEXURE 1.1 - A		
Name: Mritwika Bhattacharya		
Compensation Breakup	Monthly (INR)	Annual (INR)
Basic Pay	21,402	2,56,827
House Rent Allowance	10,701	1,28,414
Residual Choice Pay	22,395	2,68,744
Insurance		
Group Personal Accident Insurance Premium (GPAI)	57	679
Group Term Life Insurance Premium (GTLI)	400	4,794
Medical Insurance Premium* (Self, Spouse, 3 Dependent Children & Dependent Parents)	3,947	47,369
SUB TOTAL - I	58,902	7,06,827
Employer's Contribution to Provident Fund: PF (12% of Basic Pay)	2,568	30,819
Gratuity (4.81% of Basic Pay)	1,029	12,353
SUB TOTAL - II	3,598	43,173
TOTAL- FIXED PAY [I + II]	62,500	7,50,000

Residual Choice Pay can be distributed among the following Tax Friendly elements - HRA, LTA, Conveyance Allowance, Office Wear Allowance, Children Education Allowance, Food & Beverage Coupons, Gift Vouchers and Fuel & maintenance Expenses. Remaining amount will be paid as "Residual Choice Pay", as applicable.

1.2 Tax Status of compensation elements

Below table shows all of the Total Pay components and their taxability status.

S.No.	Total Pay Components	Taxability Status (as per prevailing norms)
I	Base Salary	
a.	Basic Salary	Taxable
b.	Provident Fund Contribution (PF)	Please refer Annexure B
c.	Gratuity	Please refer Annexure B
II	Choice Pay	
a.	Medical Reimbursement	Taxable
b.	Food Coupon	Tax exempt subject to conditions
c.	Gift Coupon	Tax exempt subject to conditions
d.	Leave Travel Allowance (LTA)	Tax exempt subject to conditions
e.	Office Wear Allowance (OWA)	Tax exempt subject to conditions (only applicable to locations having a 'Uniform Policy')
f.	Children's Education Allowance (CEA)	Tax exempt subject to conditions
g.	Children's Hostel Allowance (CHA)	Tax exempt subject to conditions
h.	Residual Choice Pay (RCP)	Taxable
i.	Vehicle	
1.	Company Lease Vehicle Scheme	Tax exempt (up to the value of EMI)
2.	Fuel and Vehicle Maintenance Reimbursement	Tax exempt (Taxable Perquisite Notional Value)
3.	Conveyance Allowance	Taxable
j.	Housing	
1.	House Rent Allowance (HRA)	Tax exempt subject to conditions
2.	Company Accommodation (where it is provided)	Taxable Perquisite
k.	Insurance	
1.	Group Personal Accident Insurance Premium (GPA)	Tax exempt
2.	Group Term Life Insurance Premium (GTLI)	Tax exempt
3.	Medical Insurance Premium	Tax exempt
III	Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI)	Taxable, If Applicable

Please Note:-

- The income tax calculation is provisional and is based on the current income tax rules (**Rules**). Any change in the Rules may impact the income tax projections.
- You shall bear and pay the tax liabilities, if any, applicable in relation to all the perquisites or benefits provided to you in accordance with the provisions of this Agreement. Please note that all the details set out above are indicative and subject to change with change in Indian tax policies and rules.
- Employee shall be solely responsible for the payment of any and all taxes on salary / income, employee benefits and personal income. You are advised to get updated information in relation to the income tax calculation on your salary from independent external advisors
- Fixed Pay elements like fuel and maintenance reimbursement, office wear allowance, medical reimbursement, LTA will be reimbursed at actuals based on the bills submitted and in case the reimbursement amount falls short of the amount chosen, the balance will be paid as taxable allowance.

Annexure B

Components of Total Pay

The Company follows a Total Pay structure that reflects the total cost of an employee to the Company this includes all direct and indirect payments including all benefits, perquisites, subsidies, and Annual Cash Bonus (ACB) / Performance Linked Incentive (PLI). This structure is being followed so as to provide flexibility to the employees in structuring their compensation package. The components within each category of payments are discretionary and these components may be changed by the Company from time to time without notice.

The main components under the Total Pay structure are as follows:

I. Components of Compensation

1. **Base Salary:** This is first part of the total pay, which may include Basic Salary, PF and Gratuity

a. **Basic Salary:** This is the base pay component of the fixed pay and is the reference salary for provident fund and gratuity contribution.

b. **Provident Fund (PF):**

The contributions payable by the Employer under the scheme shall be at the rate specified under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (PF Act). The current rate of contribution is 12% of PF Salary. Employee also contributes an equal amount from employee's monthly salary, as per PF Act. Both of these are remitted on a monthly basis to the Company's PF Trust / RPF.

Out of the Employer's contribution, a portion (presently 8.33% of PF Salary subject to a maximum of INR 1250) is deposited into the Employees' Pension Scheme. The part of the company's contribution deposited under Employees' Pension Scheme to RPF is to provide employees with pension on retirement or after completion of a specified period of service. TDS recovery from PF settlement will be as per the relevant provision of the Income Tax Act, 1961.

Benefits associated with Employees' Provident Fund and Employees' Pension Scheme will be as per the prevailing rules and regulations outlined in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952. Employees are advised to refer to EPFO site (<http://www.epfindia.com/>) for detailed rules, procedures and any other updates.

Please note that the contribution amounts, limits, withdrawals and other rules applicable to the PF and pension are subject to applicable Indian laws in force from time to time. Employee is bound to adhere to all changes in the applicable law. Any implications on contribution, accumulation and withdrawal conditions outlined in the Employees' Provident Fund and Employees' Pension Scheme is to be borne by the employee. To understand implications associated with any such change in relevant laws or the Employees' Provident Fund and Employees' Pension Scheme, employees are recommended to solicit independent external advice.

c. **Gratuity**

Employer's contribution to the Company's Gratuity Fund will be as specified under 'The Payment of Gratuity Act, 1972'. Currently, the Employer's contribution to the Company's Gratuity fund is @ 4.81% of Basic Salary. Gratuity shall be payable to an employee on completion / end of their employment with the Company provided employee has rendered continuous service for a minimum period of 4 years and 240 days. However, eligibility for contribution to the Gratuity Trust / Fund commences from the first day of employment and in the event of separation prior to such 4 years and 240 days, the same will be paid as ex-gratia, except in case of separation due to disciplinary grounds.

Gratuity is calculated as follows:

$(\text{Last Drawn Salary} / 26 \text{ Days}) \times 15 \text{ days} \times \text{Number of completed years of service}$ (In the case of death, the minimum service requirement does not apply)

For every completed year of service or part thereof in excess of 6 months, the employer will pay the employee gratuity at the rate of 15 days wages based on the rate of wages last drawn by such employee. Income Tax on the gratuity payment will be applicable as per Income Tax Rules. In the event an employee fails to complete 4 years and 240 days of continuous service, ex-gratia will be paid up to the amount of gratuity accumulated and will be subject to prevailing Income Tax Rules.

Maximum Amount of Gratuity which will be exempt from Income Tax will be as per 'The Payment of Gratuity Act, 1972'.

2. Choice Pay :

This is second part of the total pay. Subject to eligibility and availability of amount mentioned under various components in Annexure A, an employee may opt for all the allowances or combination of them

a. Medical Reimbursement

Employee may opt for medical reimbursement for expenses incurred by the employee to meet health related expenditure, such as medicines, doctor's fees etc. of the employee and employee's family members. Medical expenses up to a maximum of INR 15,000 per annum will be reimbursed at actuals against production of bills.

This component is taxable.

b. Food Coupons

Employee may opt for Sodexo / Accor Pass Meal Vouchers. These are food coupons that can be exchanged for food and beverages at all approved affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

c. Gift Coupons

Employee may opt for gift coupons. Company provides Sodexo / Accor Pass Gift Vouchers that can be used to buy daily necessities at over 6000 affiliated establishments across India.

However, once purchased, these coupons cannot be redeemed for cash.

Up to INR 5,000 per annum is tax exempt.

d. Leave Travel Allowance (LTA)

Employee may opt for LTA. It refers to reimbursement by Company of actual expenses incurred only on travel by employee along with their dependents to any place within India. Expenses such as hotel accommodation, sightseeing, food etc. are not eligible to be reimbursed as LTA or for tax exemption. The following qualifying criteria are to be met for claiming LTA:

1. Employee must necessarily take 5 days of continuous Privilege Leave.
2. The family for this purpose includes spouse, unmarried dependent children (maximum of two only), parents and dependent brothers and sisters.
3. No advance is given towards LTA. It must be claimed as a reimbursement against actual bills and travel documents.

Entitlement: Employee has to decide on the quantum of LTA (could be up to 2 months' basic salary) that employee wishes to avail as part of employee's choice pay component. This choice has to be made by employee initially at the time of joining and thereafter at the beginning of each financial year. A mid-year change in the quantum of LTA is not permissible.

As per current Income Tax rules, tax exemption for LTA is allowed twice in a block of 4 calendar years. Tax authorities have defined the current 4 year block as being from 1 January 2018 - 31 December 2021.

The quantum of exemption is subject to following maximum limits depending on the mode of transport used or available:-

1. Journey by air: Economy class air fare of national carrier by shortest route or the actual amount spent, whichever is lesser
2. Journey by rail: AC first class fare by shortest route or the actual amount spent, whichever is lesser
3. Place of origin and place of destination connected by rail but journey performed by other mode of transport: AC first class fare by shortest route or the actual amount spent, whichever is lesser
4. Place of origin and place of destination not connected by rail (partially or fully) and not connected by other recognized public transport system: AC first class fare by the shortest route or the actual amount spent, whichever is lesser

e. Office Wear Allowance (OWA)

Only employees' working at locations where a 'Uniform Policy' is in place may opt for OWA.

OWA is an allowance provided to employees to meet expenditures incurred by employee towards purchase of uniform to be worn at the workplace.

OWA is tax exempt subject to the following limits:-

- a. For all Grade: INR 24,000

f. Children's Education Allowance (CEA)

Employee may opt for CEA to meet education expenses of their children.

INR 100 per month per child subject to a maximum of two children is tax exempt

g. Children's Hostel Allowance (CHA)

Employee may opt for CHA to meet hostel expenses of their children.

INR 300 per month per child subject to a maximum of two children, is tax exempt

h. Residual Choice Pay (RCP)

The balance un-utilized amount is paid under the salary head as "Residual Choice Pay" and is subject to tax.

Please note that you are required to make a declaration within 7 days of joining the Company and at the beginning of each financial year and thereafter from time to time within the timelines notified by the company, regarding the amounts to be claimed under each expense mentioned above. You are required to submit all bills and other supporting documents on or by 15th January for each financial year

i. Vehicle

1. Company Leased Vehicle Scheme (CLV)

As part of the compensation structure the company offers an option of availing a vehicle under the prevailing company vehicle policy, subject to eligibility. The major features of the scheme are as follows:

Parameter	Four Wheeler
Scheme Details	Company Leased Vehicle (CLV)
EMI Calculation Base	Vehicle Invoice Value (Final on-road price, excluding taxes)
EMI Limit	Grade 'H' and above - upto 100% of Residual Choice Pay Grade 'I' and below - upto 50% of Residual Choice Pay
Interest rate	11.5 % per annum on monthly reducing balance basis
Vehicle Cost Limit	NA
Tenure	2 to 4 Years (Upto 48 Instalments)
Insurance Coverage Options	1.Comprehensive 2.Bumper to Bumper (Zero depreciation)

Mandatory debits towards Vehicle Insurance would be applicable to those opting this scheme.

The company vehicle policy provides more details regarding the vehicle scheme.

2. Fuel and Vehicle Maintenance Reimbursements

All employees covered by the Company Vehicle Scheme are eligible for fuel and vehicle maintenance reimbursements. Employees using self-owned vehicles are also eligible for such reimbursement.

The limits for Fuel & Vehicle Maintenance for Own Vehicles and Vehicles under Company Vehicle Scheme are as under:

Level	4 Wheeler	2 Wheeler
All Grades	INR 1,80,000 p.a.	INR 36,000 p.a.

In case an employee is using a self-owned vehicle, employee needs to maintain a vehicle usage log in the system (ESS). Tax exemption will be available upto the limits set out above, subject to submission of supporting documents.

3. Conveyance Allowance

To be opted by an employee to meet the expenditure incurred for the purpose of commuting between place of employee's residence and place of employee's duty. However, this option may be availed only if the employee is not opting for fuel and maintenance reimbursement.

This component is taxable.

j. Housing

1. House Rent Allowance (HRA)

House Rent Allowance is paid in respect of expenses incurred on rented accommodation.

As per Section 10(13A) and Rule 2A of the Income Tax Act and Rules respectively, the lesser of the following is exempt from tax-

1. An amount equal to 50% of the salary, where the residential house is situated at Mumbai, Kolkata, Delhi or Chennai and an amount equal to 40% of salary where the residential house is situated at any other place;
2. House rent allowance received by the employee in respect of the period during which the rental accommodation is occupied by the employee during the previous year
3. The excess of rent paid over 10% of salary

2. Company provided Accommodation

In case the employee is opting for an accommodation provided by the company, the basis of valuation will be as under-

Population of City as per 2001 census where Accommodation is provided	Where the Accommodation is owned by the Employer	Where the Accommodation is taken on lease or rent by the Employer
Exceeding 25 lakhs	15% of Salary in respect of the period during which the accommodation is occupied by the Employee	1. 15% of Salary; or
Exceeding 10 lakhs but not exceeding 25 lakhs	10% of the Salary in respect of period during which the accommodation is occupied by the Employee	2. Lease rent (paid or payable) by the Employer,
Any other	7.5% of the Salary in respect of period during which the accommodation is occupied by the Employee	whichever is less

k. Insurance

i. Group Personal Accident Insurance (GPA)

All Employees are mandatorily covered under the Group Personal Accident Insurance scheme.

The sum insured is INR 25 lakhs and the corresponding debit towards premium is INR 679 per annum.

Benefit Clauses:

1. Death: 100% of sum insured
2. Permanent Total Disablement: 100% of sum insured as per insurance policy
3. Permanent Partial Disablement: varies from 1% to 75% of sum insured as per insurance policy
4. Temporary Total disablement: 1% of capital sum insured per week subject a maximum of INR 5000 per week for a period of 100 weeks.

ii. Group Term Life Insurance (GTLI)

All employees are mandatorily insured under Group Term Life Insurance. The insured amount and corresponding premium [mandatory debit] are as follows:

Fixed Pay (Base Pay + Choice Pay)	Sum Assured	Mandatory Debit (per annum)
Up to INR 24,99,975	INR 25 Lakhs	INR 4,794
From INR 24,99,975 to below INR 49,99,975	INR 50 Lakhs	INR 17,679
From INR 49,99,975 to below INR 74,99,975	INR 75 Lakhs	INR 26,520
INR 74,99,975 and above	INR 100 Lakhs	INR 36,167

Benefit Clause: -

Total sum assured is payable to the employee's nominee upon death of the employee. However, nothing is payable on survival.

iii. Medical Coverage

The Company endeavors to ensure that financial support is available to all employees to meet their medical needs and those of their dependent family members. All employees are mandatorily covered under this scheme. The coverage and mandatory debits in respect of the same are as follows-

Level	Family Definition	Benefits of Mandatory Coverage
B to F: Company's Management Medical Scheme	Self, Spouse, 3 dependent children (up to 25 years)	Floater Mediclaim Policy of INR 5 Lakhs, Plus Additional floater Mediclaim policy of Domiciliary reimbursement at actuals (as per INR 5 Lakhs the Management Medical Scheme)
	Dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
		<ol style="list-style-type: none"> Hospitalization room category up to Deluxe Single AC Room Dental treatment reimbursement up to INR 15,000 per family p.a. (cosmetics not covered) Full time Retainers shall be covered as per commitment / joining terms For non-allopathy (e.g. Homeopathy, Ayurveda, Unani or other Medical practitioner) treatment, the medical practitioner should be registered as per the guidelines of Indian Medical Association
G to Below: Group Mediclaim Policy	Family of 7 members - Self, spouse, 3 dependent children (up to 25 years), 2 dependent parents	Floater Mediclaim coverage of INR 5 Lakhs irrespective of the number of members covered, Plus Additional floater Mediclaim policy of INR 5 Lakhs
		<ol style="list-style-type: none"> Hospital Room Category - Eligibility of up to Non- Deluxe Single AC Room Sub limit of Maternity benefit (for first three children) up to INR 50,000 Sub limit for OPD basis treatment for Dental INR 1,500 (excluding the cost of dentures, bridges, crowns, scaling, filling, cleaning, polishing and cosmetic dentistry) Sub limit for OPD basis treatment for Eye INR 500 (excluding cost of contact Lens, spectacles and cosmetic treatments)

Date: 4 Jul 2022

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Medical Insurance Debits:

F & Above grades :

- INR 30,864 per annum per person for self and spouse
- INR 15,944 per annum per child (upto 25 years)
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for self, spouse and child covered under mandatory policy
- INR 33,528 per annum for dependent parents
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs for parents.

G & Below grades :

- INR 33,528 per annum per family unit of 7 members
- INR 13,841 per annum for **Additional Medical floater** cover of INR 5 Lakhs

Annexure C

Terms and Conditions

01. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- i. Medical Fitness: Your being declared medically fit by a Medical Officer or by a Doctor specified by the Company .
- ii. Verification of Particulars: In case the particulars mentioned in your application or the representations or warranties or any other information provided by you are found to be false, inaccurate or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

02. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits payable to you are in consideration of the terms, covenants, and conditions stated in the offer of employment including this Annexure C, and you represent, warrant and covenant to the Company that:

- i. You are under no contractual or other restriction or obligation which is inconsistent with the terms or conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder;
- ii. You are under no physical or mental disability that may hinder the performance of your duties / obligations contained herein;
- iii. You shall not raise any issue as to the reasonableness of the terms, covenants, or conditions contained herein in any proceeding to enforce these terms, covenants and/or conditions;
- iv. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, that is inconsistent herewith
- v. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company.

You acknowledge that the terms, covenants, and conditions set forth herein are essential for the Company's protection and are not unreasonable and that the Company has relied on these representations, warranties, and covenants provided by you.

03. DUTIES AND RESPONSIBILITIES:

- i. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability exclusively for the Company. You agree that you will devote all of your working time, attention and best efforts in performing your duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities during the terms hereof. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules, regulations and directions of the Company, as applicable from time to time.
- ii. **Non Solicitation:** You will not, during the term of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by the Company or any of its affiliates or associated companies or directly or indirectly induce any such employee to leave their employment.

This covenant shall survive the termination of your employment with the Company.

- iii. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial shareholding or other beneficial interest in any business enterprise or entity which is engaged in, or is in competition with, any business engaged in by the Company or any of its affiliates or associated companies. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business or entity whose securities are traded on any national stock exchanges or in the over-the-counter market.
- v. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the Company, as specified from time to time. However, you may be required to work additional hours, from time to time, to carry out your duties and responsibilities effectively.
- vi. **Confidentiality and Non-disclosure:** You shall keep confidential and not disclose to any person or entity any information received or that comes to your knowledge during the course of your employment including in relation to the Company, its affiliates, associated companies, and third parties, in relation to any of our or their businesses or operations, particulars or details of manufacturing processes, technical know-how, security arrangements, analysis, compilations, forecasts, studies, summaries, notes, ideas (whether patentable or not), schematics, trade secrets, technology, customer lists (potential or actual) and other customer-related information, supplier information, sales statistics, pricing information, market intelligence, marketing and other business model/strategies, administrative organizational matters and any other information important for the Company. This shall include information in relation to third parties received by the Company in relation to any transaction being contemplated by the Company. Your obligation to maintain confidentiality of such information shall continue notwithstanding expiry or termination of your employment with the Company.

Third party Confidential obligations & prevention of IP contamination: You shall not use or disclose to the Company any confidential information of any third party received by you in your personal capacity from such a third party under an obligation of confidentiality, or knowingly induce use of such information in the business of the Company. Your employment/engagement with the Company shall not violate any obligation of confidentiality or non-solicitation of employment/assignment with any other party and that in case you are made aware of any such change in circumstances, you will inform the Company immediately of such change in the circumstances. You shall refrain from using/applying information/data in your current employment which qualifies as third party intellectual property to avoid any potential scenario of Intellectual Property contamination.

- vii. **Proprietary Rights:** You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the service of the Company or thereafter, and all the rights, title, interest in such discovery, invention, process or improvement shall automatically belong absolutely to the Company and be the sole, absolute and exclusive property of the Company immediately upon discovery, invention or creation of process or improvement, whether or not delivered to the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for letter's patent, licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company and you will execute and deliver all such deeds and documents, including in particular instruments of assignment and do all such acts and things as may be required by the Company for assigning, transferring or otherwise vesting all rights, title and interest in the same and all benefits arising in respect thereof in favor of the Company or its nominee.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- viii. **Safe-keeping of Company's property:** You will be responsible for safe keeping of and returning in good order and condition all properties of the Company, its affiliates and associated companies which may be in your possession, custody, care or charge or being used by you. In case of loss of any such property, the Company will be entitled to assess the value of the loss / damages caused to it and recover the same from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- ix. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of authority or power of attorney issued in your favour and any property or material of the Company or any of its affiliates or associated companies in your possession at the time of cessation of your employment with the Company. You shall also return to the Company all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- x. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have not been expressly authorised nor will you alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous written consent of the Company. You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.
- xi. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its affiliate or associated companies or any other employee or business associate of the Company or any of its affiliates or associated companies in any public or non-public communication with any customer, client or member of the investment community or media or in any communication whatsoever.
- xii. **Confidential nature of terms of employment:** You agree that, save and except as may be required by applicable law, (with the prior consent of the Company), you shall not disclose the terms of your employment to any person.

- xiii. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company.

You agree that the restrictions and remedies contained herein are reasonable and that it is your intention that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

Further, you hereby agree to indemnify and keep fully and effectively indemnified and hold harmless the Company, its affiliates, associates subsidiaries, and the directors, trustees, officers, employees, agents, authorized representatives and successors of all the foregoing from and against any and all claims, suits, actions, legal or other proceedings, demands, damages, liabilities, interest, costs, expenses (including attorney fees), and losses of whatsoever kind or nature incurred or sustained by Company or any of the third party directly or indirectly arising due to breach of any of obligations mentioned in the letter of employment and/or these terms and conditions.

04. TERMINATION OF EMPLOYMENT:

i. **Employment At-Will:** You acknowledge that your employment is and shall continue to be AT-WILL. This means that you have the right to terminate your employment with the Company at any time without providing any reason in accordance with the provisions hereof. Similarly, the Company may terminate your employment with or without cause at any time and for any reason in accordance with the provisions hereof. Accordingly, this letter of employment is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.

ii. **Superannuation:** In the normal course, you will retire from the company on attaining superannuation at the age of 58 years.

iii. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:

- a. return to work within 8 days from the commencement of such absence, and
- b. give an explanation to the satisfaction of the Company regarding such absence

iv. **Medical Fitness:** The Company has the right to request you to get yourself medically examined by a certified medical practitioner specified by the Company during the tenure of your employment. In case you are found to be medically unfit to perform your duties, your employment may be terminated.

v. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving one month notice in writing or payment of one month Basic Salary on a pro rata basis, in lieu thereof. Similarly, you may resign from the Company's employment without cause by giving one month notice in writing or by payment of one month Basic Salary on a pro rata basis, in lieu thereof. In the event of your resignation, the Company may in its sole discretion opt to accept the same and relieve you prior to the completion of the stipulated notice period of one month, without any pay in lieu of the notice period.

vi. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for fraud, misconduct, negligence or breach of any of the terms and conditions of your letter of employment which includes this Annexure C. Without prejudice to the general meaning of the term "misconduct", "misconduct" shall include any case of reasonable suspicion of misconduct, disloyalty, commission of an act involving moral turpitude, or any action of indiscipline or inefficiency.

vii. Non-compete: In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business as the Company or any of its affiliates or associate companies.

viii. Recovery of Payments: (If applicable) Payments made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the Company prior to completion of 1 year from joining the Company.

05. GENERAL:

- i. Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on terms and conditions stipulated at such time. You will diligently and beneficially take part in the training and such assignments in accordance with Company policies and directives.
- ii. Rules, Regulations and Policies on Ethics:** You will be governed by the service rules, regulations and policies including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come into force from time to time. You must observe the policies that the Company publishes / notifies from time to time. These policies include requirement that you maintain the highest standards of conduct and act with the highest ethical principles.
 - a.** You must not do anything that may be a conflict of interest with your responsibilities as an employee.
 - b.** You are required to read and understand all policies applicable to you, all of which are available in the Reliance Management System ("RMS") portal. If you have any questions, now or in the future, please ask the Human Resources Department through the Query Management System in the ESS portal. You may also be required to sign and abide by the Policy on Ethics of the Company and undertake to sign such declarations that the Policy may demand from time to time.
 - c.** Women employees will be entitled to all the statutory benefits provided by the Company under the Maternity Benefit Act 1961, and its subsequent amendments, if any, details of which are set out in the RMS/ESS portal.
- iii. Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - a.** India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the Company unless you have express and direct approval from the Company to interact with the media as a representative of the Company. Only persons duly authorized by the Company are permitted to interact with media and then only on specified subjects. Disclosure of any information other than those specifically authorized by the Company is prohibited.
 - b.** Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Company.
 - c.** You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.
 - d.** For any outside publication of books, articles or manuscripts which relate in any manner to the Company's business, policies and processes, you are required to obtain prior written approval of the Company prior to its publication or release.
 - e.** Any violation of the Company's media policy, will tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

- iv. **Jurisdiction:** The letter of employment is made at Mumbai and competent courts of Mumbai shall have jurisdiction over any dispute or difference whatsoever arising out of, under, in relation to or in connection with the letter of employment or breach hereof or in respect of any matter or thing herein contained.
- v. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- vi. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- vii. **Change of address:** You will intimate in writing to the Company any change of your residential address within a week of the same changing, failing which any communication sent to you on your last recorded address shall be deemed to have been duly served on you.
- viii. **Passport:** You are required to have a valid passport at all times and ensure that the same is renewed from time to time.
- ix. **Suspension:** You may be placed under suspension pending enquiry into the charges of misconduct or any other breach hereof. The salary for the suspension period will be paid to you only if you are found not guilty of any of the charges for which you are suspended and not otherwise.
- x. **Travel:** You shall make your own transport arrangements to and from the place of work.
- xi. **Documentation:** Please submit the following documents, if not submitted earlier:
 - a. Certificates in support of your educational professional qualifications, experience, date of birth and other testimonials in original together with copies thereof.
 - b. Three copies of your recent passport size photographs with blue background.
 - c. Relieving letter and salary certificate from your last employer, in case you are/were employed.
- xii. **Severability:** If any term or provision of this letter of employment shall be held to be invalid for any reason whatsoever, such invalidity shall not affect the validity, operation or enforceability of the remainder hereof. If the remainder of this letter is not materially affected by such declaration or finding and is capable of substantial performance, then that term or provision or part thereof shall to that extent be deemed not to form part of this letter of employment and such provision shall be replaced by a substitute provision that is legal and enforceable and is as nearly as possible consistent with the intentions underlying the original provision.
- xiii. **Non Waiver:** No delay or omission on the part of Company in exercising any right, power, privilege or remedy in respect of your employment terms shall neither impair such right, power, privilege or remedy, or be construed as a waiver of it, nor shall any single partial exercise of such right, power, privilege or remedy, preclude any further exercise of it or the exercise of any other right, power, privilege or remedy.

I confirm that I have read and understood the terms and conditions set out herein and unconditionally and irrevocably accept the above terms and conditions.

Employee Name: Mritwika Bhattacharya

Signature:

Date: 4 Jul 2022

Date: 4 Jul 2022

Page 19 of 19

Date: 4 Jul 2022

Ref: RIL/80209385/30030988/040722/1011

Dear Debjoy Bardhan,

Letter of Appointment

With reference to written tests / interview you had with Reliance Group of Companies, we are delighted to appoint you in the position "GET- Solar Value Chain" in Group , based upon following terms and conditions.

Documentation

This appointment letter consists of the below mentioned attachments:

- A compensation term sheet
- Components of Compensation
- Terms and conditions
- Other applicable paperwork based upon your specific needs

You are required to read these before you commence your employment

01. Place of Posting

Your initial place of posting will be at the place of your training. During your training period, you may be posted / transferred / to any of the offices / projects / divisions / departments / units of the company existing or to be set up at any location in India or abroad without any additional remuneration. Your services are also liable to be transferred to any of the group companies.

You will report for training on or before **04-Aug-22** failing which this letter of appointment shall automatically stand withdrawn and cancelled.

02. Mandatory Criteria:

- i. Score eligibility:
Your appointment is subject to your securing minimum CGPA of 6.0 / 60% & above marks over 8 semesters, wherever applicable.
- ii. Pre-employment Medical Check:
Pre-employment Medical Check clearance from RIL certified doctor. System generated information will be received for initiating the same on acceptance of this appointment letter.

03. Confirmation:

You will be under training for a period of one year from the date of joining the Company. During training you will be undergoing various assessments at the end of which there will be a final assessment. Your confirmation on permanent rolls of the company solely depends on the discretion of the management and the same is not a matter of right in any manner whatsoever.

Management reserves the right to terminate your training either during the training period or on completion of the same without assigning any reasons whatsoever.

(This letter is computer generated and does not necessarily require a signature)

Date: 4 Jul 2022

Page 1 of 3

We would also like to draw your particular attention to our Values and Behaviours. We have six values that express our shared understanding of what we believe, how we aim to behave and what we aspire to be as an organisation. Our values are about delivering customer value, having an ownership mind-set, showing respect and integrity, pursuing excellence and being one team.

Next Steps

This is system generated appointment letter based on the offer letter received. Please confirm your acceptance of this appointment letter by clicking 'Accept' button online. This letter of appointment shall automatically stand withdrawn in case we do not receive your acknowledgement online within ten days from receipt of this letter.

This offer of employment is subject to you providing all of the information and documentation requested BEFORE you commence employment with us. All information / documentation submitted by you will be considered as submitted on your own freewill and consent.

This appointment is confidential and you must not discuss this or disclose any documentation related to it with anyone other than your immediate family. Any disclosure of the details of this offer to a third party other than your immediate family may result in withdrawal of the offer.

We reserve the right to withdraw our offer of employment/terminate your employment with us without assigning any reason whatsoever thereof, or delay your start date if you do not provide the required information and documentation within the required timelines or if during this process you intentionally leave out any information or provide any information which is inaccurate or untrue.

In case of any dispute regarding interpretation of any word or clause of this letter, the decision of the management shall be final and binding.

We look forward to your joining our team for a long, successful and pleasant association.

**Sincerely yours,
Reliance Industries Ltd.**

Authorized Signatory

(This letter is computer generated and does not necessarily require a signature)

Date: 4 Jul 2022

Page 2 of 3



Private & Confidential
Avik Manna

Village Post : Shyampur

District : Howrah,

West Bengal 711314

17-May-2022

Dear **Avik Manna**

This has reference to your application and subsequent interview you had with us. Accordingly, we are pleased to offer you the position of **Graduate Engineer Trainee** in **Manufacturing** department, applicable to be based at **Jambusar** as per the terms and conditions discussed and agreed.

The details of your compensation package is enclosed in Annexure I.

Please bring the following documents along with you when you come for joining:

- Three Passport size photographs. (Red Background).
- Proof for Date of Birth.
- PAN card.
- Relieving Certificate from your ex-employer and Certificate of last drawn salary.
- Experience certificates of previous employers.
- Qualification Certificates (Original for verification and photocopies copies for our reference and record).
- Copy of Form No. 16 of immediate employer OR approved Salary Certificate for the previous financial year showing Total Gross Taxable Income, PF, Prof. Tax and Tax deducted at Source. Copy of Passport (if any).
- Marriage Certificate if applicable.
- Copy of the Aadhar Card.
- Copy of the Universal Account Number and COVID-19 Vaccination Certificate

Your joining at PGP Group is subject to clearance of your Pre-employment Medical test. Hence, upon receiving the offer, you are requested to complete the same and send us the report in advance.

This offer is valid for acceptance till 48 hours of receiving the link and if you fail to join our Organization by **06-Jun-2022** the offer issued to you will stand withdrawn, automatically.

For PGP Glass Private Limited,

Rajeev Yadav

Global Chief Human Resources Officer

PGP Glass Private Limited

(Formerly known as Pristine Glass Private Limited)

CIN: U74999MH2020PTC349649

Registered Office: Office No. 1, 1st Floor, Fine Mansion 203 DN Road, Fort, Mumbai- 400001

Corporate Office: Piramal Tower Annexes, 6th Floor, Peninsula Corporate Park, Off. Worli Naka, Lower Parel (West) Mumbai 400013

India T +91 22 3046 6969 F +91 22 2490 8824

Baroda Office: 3rd Floor, The Baroda Central Co-operative Bank, Station Rd, Sayajigunj, Vadodara - 390 020

T +91 265 6149500



Annexure I

Name: **Avik Manna**

Designation: **Graduate Engineer Trainee**

Band/Grade: **Band 2/M3**

Department: **Manufacturing**

Monthly Components	Proposed Salary
Basic	23,833
House Rent allowance	9,533
Supplementary Allowance	9,455
Total Monthly Salary	42,821
Annual (A)	5,13,854
Annual Components	
Leave Travel Allowance	23,833
Total (B)	23,833
Provident Fund (C)	34,320
Total Fixed Pay (A+B+C)	5,72,000
Performance Pay	78000
Total CTC	6,50,000
Gratuity	13756
TOTAL	663756
Pay for Performance Scheme FY 2022-23	
<p>*The actual Performance Pay will be calculated based on your Performance in the Key Result Areas under the Performance Management System.</p> <p>This is a variable pay and is dependent on the performance of the Company and your individual performance and is not a part of fixed emoluments.</p> <p>This will be paid out to only those employees who are on the rolls of the company and not serving notice period on the date of actual disbursement. Employees who are not on the rolls of the company or are serving notice period on the date of disbursement of Performance Pay will not be eligible for the same.</p>	
Benefits	
<p>Hospitalization Benefit of Rs. 2,25,000 /- as per standard Company Medclaim Policy for Self, Spouse & 2 children below 25 years.</p> <p>Group Term Life (GTL) Insurance Policy coverage : 2 times of total fixed pay with a minimum of 10 lakhs cover.</p>	
Retention Benefits	
<p>On successful completion of 3 years continuous service (After Absorption from trainee), you are eligible for retention benefit of Rs 50,000/- (Rupees Fifty Thousand Only)</p>	

For PGP Glass Private Limited,



Rajeev Yadav

Global Chief Human Resources Officer

PGP Glass Private Limited

(Formerly known as Pristine Glass Private Limited)

CIN: U74999MH2020PTC349649

Registered Office: Office No. 1, 1st Floor, Fine Mansion 203 DN Road, Fort, Mumbai- 400001

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India T +91 22 3046 6969 F +91 22 2490 8824

Baroda Office: 3rd Floor, The Baroda Central Co-operative Bank, Station Rd, Sayajigunj, Vadodara - 390 020
T +91 265 6149500



CONFIDENTIAL! Offer letter.

1 message

G Prasanta Kumar Reddy <prasanta.reddy@trlkrosaki.com>

Thu, 18 Aug 2022 at 12:39

To: rickroy215@gmail.com <rickroy215@gmail.com>

Cc: Rajesh Singh <rajesh.singh@trlkrosaki.com>, Manoranjan Bal <manoranjan.bal@trlkrosaki.com>



Date: 18-08-2022

Mr. Rick Roy

West Bengal

Sub : Appointment Offer.

Dear Rick,

Congratulations !

This has reference to the interview you had with us. We are pleased to offer you the position of **GRADUATE TRAINEE** in our Company. This appointment is subject to your passing the medical examination which will be conducted in our TRL Krosaki Hospital at Belpahar. Your compensation package for the aforesaid position is appended as Annexure. As discussed, you are requested to join us on **1st September 2022 at Belpahar**, and immediately after joining, your induction programme will be conducted by our HRD. After completion of joining formalities and Induction, you will be placed in our "Sales, Marketing & Customer Care (SM&CC) division" at suitable place. "Contact Mr. G Prasanta Kumar Reddy, Manager, Mob: 9937578631 for joining and any other help.

Detailed appointment letter will be issued to you after your joining the Company. On the date of joining, you are requested to bring all Certificate in original with regards to your qualification, experience, date of birth etc. and SBI/CBI pass book, Voter ID Card, Pan Card, UAN Number, Aadhar Card, Passport, Driving License and one set photocopy of each of the said documents for verification and to be kept in service record along with 4 nos. of passport size photographs. Please note that your name, date of birth and gender must be same in the Matriculation Certificate, Aadhar Card, PAN Card, UAN Card and Bank Passbooks as applicable to create KYC with P.F. authorities. In case there is any discrepancy in your name and date of birth, please correct the same before the joining date. Wearing of protective leather shoes & mask inside Company premises is mandatory as per safety and COVID-19 regulations.

Please send us your acceptance through email at the earliest, as this offer is valid till **20th August 2022**.

By accepting this offer, you also agree to sign three years' Service Agreement, the draft of which is attached for necessary action at your end. You may contact Mr. M. Bal (Mob: 8455868188) for necessary instructions about signing of the said agreement.

Looking forward to your becoming a valuable member of "Team TRL Krosaki".

Thanking you,

Yours truly,

for TRL Krosaki Refractories Limited

RK Singh

(Dr. R. K. Singh)
Vice President (HR & IR)



G. Prasanta Kumar Reddy
Manager HR & IR

TRL KROSAKI REFRACTORIES LIMITED
CIN : U26921OR1958PLC000349
P.O.:Belpahar Dist.:Jharsuguda 768218 Odisha India
P 9937578631 | M 8093980102
E prasanta.reddy@trlkrosaki.com
W <https://www.trlkrosaki.com>

Follow us on    





G Prasanta Kumar Red... 18 Aug
to me, Rajesh, Manoranjan ✓



**STRICTLY
CONFIDENTIAL**

Date: 18-08-2022

Mr. Parantap Dev

West Bengal

Sub : Appointment Offer.

Dear Parantap,

Congratulations !

This has reference to the interview you had with us. We are pleased to offer you the position of **GRADUATE TRAINEE** in our Company. This appointment is subject to your passing the medical examination which will be conducted in our TRL Krosaki Hospital at Belpahar. Your compensation package for the aforesaid position is appended as Annexure. As discussed, you are requested to join us on **1st September 2022 at Belpahar**, and immediately after joining, your induction programme will be conducted by our HRD. After completion of joining formalities and Induction, you will be placed in our "Sales, Marketing & Customer Care (SM&CC) division" at suitable place. "Contact Mr. G Prasanta Kumar Reddy, Manager, Mob: 9937578631 for joining and any other help.

Detailed appointment letter will be issued to you after your joining the Company. On the date of joining, you are requested to bring all Certificate in original with regards to your qualification, experience, date of birth etc. and SBI/CBI pass book, Voter ID Card, Pan Card, UAN Number, Aadhar Card, Passport, Driving License and one set photocopy of each of the said documents for verification and to be kept in service record along with 4 nos. of passport size photographs. Please note that your name, date of birth and gender must be same in the Matriculation Certificate, Aadhar Card, PAN Card, UAN Card and Bank Passbooks as applicable to create KYC with P.F. authorities. In case there is any discrepancy in your name and date of birth, please correct the same before the joining date. Wearing of protective leather shoes & mask inside Company premises is mandatory as per safety and COVID-19 regulations.

Please send us your acceptance through email at the earliest, as this offer is valid till **20th August 2022**.

By accepting this offer, you also agree to sign three years' Service Agreement, the draft of which is attached for necessary action at your end. You may contact Mr. M. Bal (Mob: 8455868188) for necessary instructions about signing of the said agreement.

Looking forward to your becoming a valuable member of "Team TRL Krosaki".

Thanking you,

Yours truly,

for **TRL Krosaki Refractories Limited**

(Dr. R. K. Singh)
Vice President (HR & IR)

Thanks and regards

Prasanta



HR-PM-RC-FOR-10-F008 (22)
November 12, 2021

Mr. Sourav Mondal
Village (Po) Ghuguridanga,
Sagardighi
Pin – 742 122
West Bengal, India

Dear Sourav,

You have been a part of the Summer Internship program – SG Next 2021 with Saint Gobain India Pvt Ltd and we congratulate to for your contributions. With reference to your application and the interviews we have had, we are pleased to make an employment offer to you as **Management Trainee** in Saint-Gobain India Private Ltd. You will be initially located at our manufacturing location at Sriperumbudur, Tamilnadu.

The details are as under:

- 1) **Joining Date** : on or before July 1, 2022.
2) **Training Period** : Six Months
3) **Your emoluments are as under :**

<u>Components</u>	<u>Amount (Rs. per annum)</u>
• Basic Pay	: Rs.2,37,600/-
• HRA	: Rs.1,18,800/-
• Special Allowance	: Rs.35,400/-
• Education Allowance	: Rs.2,400/-
• Conveyance Allowance	: Rs.1,18,800/-
• Domiciliary Medical Assistance	: Rs.15,000/-
• Annualized Incentive*	: Rs.60,000/-
• Employer Provident Fund	: Rs.28,512/-
• Gratuity	: Rs.13,968/-

- 4) * **Incentive** : You will be eligible for a fixed incentive on completion of your training. Thereafter from the date of your probation you will be covered under Performance Related Variable Incentive Scheme for Employees (PRISE/PRIME), as applicable to the function you belong to.

Saint-Gobain India Private Limited - Glass Business

Registered Office : Floor No. 7, Sigapi Aachi Building, 18/3 Rukmani Lakshmi pathy Road, Egmore, Chennai - 600 008
Ph : +91 - 44 - 4593 6000 | Fax : +91 - 44 - 4593 6008 | www.in.saint-gobain-glass.com
CIN U26109TN1997PTC037875



- 5) **Retention Bonus** : You will be paid one-time Retention Bonus of Rs.3 lakhs on successful completion of 3 years of service from the date of confirmation.
- 6) **Medical Insurance** : You will be governed by Group Insurance policies as applicable to your level.

Your appointment is subject to:

- (a) You being medically fit for Employment to be certified by the Company Doctor or any other Registered Medical Practitioner appointed or authorized by the Company.
- (b) You successfully complete your graduation at the time of joining.

Please give your acceptance by duly signing and returning duplicate copies of:

1. Appointment Letter,
2. Standard Terms and Conditions of Appointment
3. Group Principles of Action & Principles of Conduct.

In order to complete the joining formalities, we request you to submit a copy of the following documents at the time of joining:

1. Three passport size photographs (with a business formal attire) and copy of PAN number.
2. One set of photostat copies of the following documents with their originals for verification:
 - a. Birth certificate (SSLC or equivalent Pre-college certificate), Transfer Certificate / Community Certificate
 - b. Educational certificates
Proof of examinations passed, including the name of the institution and percentage of marks obtained etc.,
 - c. Employment certificates (where applicable)
Service certificate and proof of last drawn salary with previous employers.

In order to have smooth salary transactions you are advised to hold a HDFC or ICICI or SBI bank account before joining us. Any Income tax liability will be borne by the employee.

We welcome you to join us for a bright and rewarding career with Saint-Gobain India private Ltd.

Yours sincerely,

P Padmakumar
Executive Director – Human Resources
Saint-Gobain India Private Limited &
Head –CSR, Saint-Gobain India

Encl : a/a

ACCEPTED : _____
(Sourav Mondal)

March 22, 2023

Mr. Sudip Kumar Nayak
Manager - Technical Services
Technical Services
RSP - Site

PF CODE: S1745

Dear Mr. Nayak,

Re: Confirmation, Promotion and Increment in the services of IFGL Refractories Ltd.

As per the Appointment Letter dated July 1, 2022, you were placed under a probationary period of one year which has ended on January 31, 2023.

We are pleased to inform you that you have completed the said period and you are hereby confirmed in the services of the company with effect from February 01, 2023 with a revision of your Salary as per the 'Annexure' attached hereto. The Management is pleased to promote you to the post of 'Manager - Technical Services' with effect from 1st February, 2023.

We are sure that you would continue to contribute efficiently towards the achievement of the goals & objectives of the company.

Wishing you all the best,

Yours Sincerely,
For IFGL Refractories Ltd.



Kamal Sarda
Director & CEO

REFRATORIES LIMITED

& Corporate Office: McLeod House
Subhas Road, Kolkata 700 001, India
1 33 4010 6100 | Email: ifgl.ho@ifgl.in

51909OR2007PLC027954

Registered Office: Sector B, Kalunga
P.O. Kalunga, Dist. Sundergarh, Odisha
Tel: +91 661 266 0195 | Email: ifgl.w

WW

To,
Mr. Ruprag Kundu,
Ashish Kundu,
Belgharia, North 24 parganas,
West Bengal,
Pin-700056

Name: Satish Sinha
Department: Human Resources
Telephone: +91 33 61666 325
Fax: +91 33 61666 307
e-mail: satish.sinha@tdk.com

Your letter of:
Ref:
Date: 13-06-2022

Dear Mr. Kundu,

Sub: Engagement as 'Graduate Engineer Trainee'

This has reference to the interview you had with us for the above position. We are pleased to inform you that you have been selected for engagement as "Graduate Engineer Trainee" on the following terms and conditions.

1. Training shall be for a period of 1-year duration with effect from 13-06-2022.
2. During the training period you shall be paid gross amount of Rs. 23,200/- (Rupees twenty-three thousand two hundred only) subject to P.F. and other statutory deductions as per rules of the company.

the break-up of the gross amount is as follows:

Stipend	: Rs. 15,100/- per month
House Rent Allowance	: Rs. 7,550/- per month
Conveyance Allowance	: Rs. 550/- per month

3. Apart from the above, you are not liable to any other financial or non-financial benefit of whatsoever in nature.
4. This letter is being issued without any commitment of permanent engagement and subject to your performance and availability of suitable vacancy.
5. During this training period, 15 days of All Purpose leave (APL) will be granted to you. Minimum APL to be availed is one day only.
6. Your performance will be reviewed periodically. In case your performance during the training in various areas including attendance, merit, potentiality and conduct are not found satisfactory, the Company at its sole discretion reserves the right to terminate/discontinue your training at any point of time during the training period.

Contd...2

- Amartya*
7. You can terminate the contract of traineeship during the first three months of the training period without assigning any reason. Subsequently thereafter, if you happen to leave the Company on your own accord, then you shall have to pay an amount equivalent to the total stipend drawn by you during the period of traineeship with the Company till such point of time.
 8. Your selection is being made on the basis of your acceptance to stay at Kalyani, Nadia and the information furnished by you to the company and in case any information as given by you is found false or incorrect this traineeship will be liable for termination without assigning any reason.
 9. You may require to perform shift duties as per instruction by your department to which you are attached here to.
 10. You will abide by the "TDK Code of Conduct" and will also abide by all the applicable Rules & Regulations which are in force or introduced or amended from time to time. You shall not divulge any information/document/technology which you will gather and come across during the currency of your training period, to any outsider.

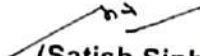
You will be covered by prevailing ESI and PF Act and Rules and all other statutory provisions as may be applicable for your category, which may be in force from time to time.

If the above offer is acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

For TDK India Private Limited,


(Kallol Saha)
President - KA MAG


(Satish Sinha)
Chief Manager - HR

Accepted



11-Apr-2022

Dear Debaran Das,

B.Tech (Hons.), Information Technology
Government College of Engineering and Ceramic Technology, Kolkata

Candidate ID – 19712011

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 **450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

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 15 days 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 (if offered to you) 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 (If offered to you):

- 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
- c) There would be zero tolerance to malpractices and misconduct during Internship 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 terms and conditions from time to time.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

- 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 enrolment 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.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship or CSD program (if offered to you), one of the below options would be followed based on business demands.

- a) You could be onboarded directly to business without any additional training.
- b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.
- c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

AND

Debaran Das, 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

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 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

Debaran Das

Sign: _____

Sign: _____

Name:

Date:



PRIVATE AND CONFIDENTIAL

Reference No. - 1384459070

Applicant ID - 5346187

29-Mar-2023

DhruboJyoti Sikder

Dear DhruboJyoti,

This is further to our communication inviting you to participate in the Probationary Officer Programme at ICICI Manipal Academy.

On your successful completion of the said classroom training we are pleased to make you this offer for Two months Internship and Six months On-the-Job-Training at ICICI Bank as the next legs of Probationary Officer Programme. On successful completion of the final Six months On-the-Job-Training you will join ICICI Bank.

You will be placed in Branch Banking Dept at KOLKATA - VIVEKANANDA ROAD_BR.
Your Internship would take place at KOLKATA - VIVEKANANDA ROAD_BR.
The details of your remuneration and benefits are given in Annexure.

The following detailed terms and conditions shall govern your Internship and on-the-job training period and your employment with ICICI Bank:

Commencement/Term:

- You shall be required to join ICICI Bank on 28-Mar-2023 initially as Probationary Officer for Internship.
- You shall be required to complete Internship and on-the-job training for a period of two and six months respectively, immediately on joining.
- On successful completion of your eight months training, you will be placed in the grade of Deputy Manager (Band I) in ICICI Bank.
- In the event of not being able to successfully complete the on-the-job training as per the assessment of ICICI Bank, this offer of appointment shall be withdrawn and revoked without any further communication, on expiry of period. In the position of Deputy Manager (Band I), you shall be placed on probation for a period of one year or such extended period as may be decided by the Bank at its discretion based upon your performance during the probation period.

Dhrubo Jyoti Sikder

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Reference No. - 1384459070

DhruboJyoti Sikder

- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India or abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of your
r e s i g n a t i o n / t e r m i n a t i o n .

Dhrubo Jyoti Sikder

ICICI Bank Limited

ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



: 3 :

Reference No. - 1384459070

DhruboJyoti Sikder

- **Repayment / Recovery of Education Loan: Please note the following four points are applicable for the students who have availed the ICICI Bank Education Loan**
 - Please refer to Annexure B table 1 of the Invitation letter issued to you on joining the Probationary Officers Programme. As per the said clause for pursuing the Training Programme, you were required to pay Rs. 2,55,500 to Manipal Universal Learning Private Limited, which was provided by ICICI Bank as education loan ("Loan", the term which also includes any interest or other charges payable as stated therein) at 14.30% Floating interest per annum. The repayment of the Loan was to start on your completion of the Classroom Training and on-the-job Internship, upon your joining the services of ICICI Bank. No EMIs or interest was recovered during the training period. The EMIs for repayment of the Loan are spread over a period of 60 months to ensure that there is minimal impact on your monthly earnings. However, the interest on the loan accrued during the training and on-the-job Internship period of 12 months of moratorium period (repayment holiday) are to be recovered over the entire repayment tenure of 60 EMI (accrued interest will be divided equally)
 - Accordingly, please note that the EMI for repayment of the said loan amount of Rs. 2,55,500 along with applicable interest of 14.30% Floating per annum shall be recovered from the month after your successful completion of on-the-job Internship till the completion of 60 months of services in the Bank.
 - In the event of your cessation of service of ICICI Bank/Group Company/Subsidiary, for any reason whatsoever, you have may foreclose the loan at 14.30% Floating).
 - Charges for late payment of Rs 500 + taxes per cheque/EMI bounce and a penal interest @24% per annum i.e. @ 2% per month on the overdue instalment/s will be levied
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf of or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

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- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/anti-national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would be deemed as breach of terms of service making you liable for termination from the services of the Bank.
- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of any civil or criminal case(s) instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify on any outcome of such complaint like filing of Charge-sheet / Arrest / Conviction / Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the internal framework of the Bank set up in this regard, at all times during your service period and even after cessation of service due to any reason whatsoever.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
 - At any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you such as:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; andSuppression of any material information by you.
Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384459070
DhruboJyoti Sikder

• **General:**

- Your appointment and your continuation in employment are subject to your being found medically fit by a Bank appointed doctor and reference checks.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Anjay Chakravarty

Digitally signed by ANJAY KUMAR
CHAKRAVARTY
Date: 2023.03.29 10:20:11 +05:30
Reason: Offer Letter
Location: Mumbai

I have read all the terms and conditions of the offer and would like to confirm my acceptance of the same.

Dhrubo Jyoti Sikder

Signature of Applicant

Reference No. - 1384459070

DhruboJyoti Sikder

Annexure:

Amount:

- During the period of Two months' Internship, you will be paid an amount of **Rs. 17,295** per month and during the period of Six months' on-the-job-training, you will be paid an amount of **Rs. 23,060-** per month. There will be no deduction towards the Course cost to be incurred by ICICI Bank, during on-the-job training.

Remuneration:

- On successful completion of Eight months training period you will be eligible to draw salary and allowances as Deputy Manager (Band I) as mentioned below:-
- Your Base Salary will be **Rs. 1,32,000/-** (Rupees One Lakh Thirty Two Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no minimum guaranteed payout amount of the Performance Linked Retention Pay, and it will vary from time to time as decided by ICICI Bank. This is however, subject to applicability of the Payment of Bonus Act 1965, wherever applicable.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of **Rs. 1,28,100/-** (Rupees One Lakh Twenty Eight Thousand and One Hundred only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of Supplementary Allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of **Rs. 66,000/-** (Rupees Sixty Six Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of **Rs. 19,800/-** (Rupees Nineteen Thousand Eight Hundred only) per annum.

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Dhrubo Jyoti Sikder



: 7 :

Reference No. - 1384459070
DhruboJyoti Sikder

Benefits

- Comprehensive Mediclaim Coverage for you and your immediate family of up to Rs. 4,00,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including Supplementary Allowance are subject to the limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank

Signature of Applicant

Digitally signed by ANJAY KUMAR
CHAKRAVARTY
Date: 2023.03.29 10:20:11 +05:30
Reason: Offer Letter
Location: Mumbai

Dhrubo Jyoti Sikder

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Reference No. - 1384459070
DhruboJyoti Sikder

Amount paid during Internship

	Probationary Officer- Internship	
	Monthly	Two Months Accumulated
Basic	6,600	13,200
HRA	3,300	6,600
Supplementary Allowance	6405	12,810
Superannuation Allowance	990	1,980
Total	17295	34590
PF*	1,561	3,122
Gratuity*	550	1,100
Total Fixed	19,406	38,812

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Amount paid during On-the-Job-Training

	Probationary Officer- OJT	
	Monthly	Six Months Accumulated
Basic	8,800	52,800
HRA	4,400	26,400
Supplementary Allowance	8,540	51,240
Superannuation Allowance	1,320	7,920
Total	23,060	138,360
PF*	1,800	10,800
Gratuity*	7,33	4,398
Total Fixed	25,593	153,558

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Date: 29-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
Date: 2023.03.29 10:20:12 +05:30
Reason: Offer Letter
Location: Mumbai

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Dhrubo Jyoti Sikder



Reference No. - 1384459070

Remuneration Details		
Name: Dhrubojyoti Sikder		
Position: Deputy Manager (Band I)		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band I)	
	Monthly	Annual
Basic	11,000	132,000
HRA	5,500	66,000
Supplementary Allowance*	10,675	128,100
Superannuation Allowance	1,650	19,800
Total	28,825	345,900
Retirals		
Retirals (PF, Gratuity) ***	2,716	32,592
Total Fixed	31,541	378,492
Performance Linked Retention Pay#	6,250	75,000
Total CTC	37,791	453,492
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable		

Date: 29-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
Date: 2023.03.29 10:20:12 +05:30
Reason: Offer Letter
Location: Mumbai

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Dhrubojyoti Sikder



PRIVATE AND CONFIDENTIAL

Reference No. - 1384459070

Applicant ID - 5346187

29-Mar-2023

DhruboJyoti Sikder

Dear DhruboJyoti,

This is further to our communication inviting you to participate in the Probationary Officer Programme at ICICI Manipal Academy.

On your successful completion of the said classroom training we are pleased to make you this offer for Two months Internship and Six months On-the-Job-Training at ICICI Bank as the next legs of Probationary Officer Programme. On successful completion of the final Six months On-the-Job-Training you will join ICICI Bank.

You will be placed in Branch Banking Dept at KOLKATA - VIVEKANANDA ROAD_BR.
Your Internship would take place at KOLKATA - VIVEKANANDA ROAD_BR.
The details of your remuneration and benefits are given in Annexure.

The following detailed terms and conditions shall govern your Internship and on-the-job training period and your employment with ICICI Bank:

Commencement/Term:

- You shall be required to join ICICI Bank on 28-Mar-2023 initially as Probationary Officer for Internship.
- You shall be required to complete Internship and on-the-job training for a period of two and six months respectively, immediately on joining.
- On successful completion of your eight months training, you will be placed in the grade of Deputy Manager (Band I) in ICICI Bank.
- In the event of not being able to successfully complete the on-the-job training as per the assessment of ICICI Bank, this offer of appointment shall be withdrawn and revoked without any further communication, on expiry of period. In the position of Deputy Manager (Band I), you shall be placed on probation for a period of one year or such extended period as may be decided by the Bank at its discretion based upon your performance during the probation period.

Dhrubo Jyoti Sikder

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- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India or abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of your r e s i g n a t i o n / t e r m i n a t i o n .

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- **Repayment / Recovery of Education Loan: Please note the following four points are applicable for the students who have availed the ICICI Bank Education Loan**
 - Please refer to Annexure B table 1 of the Invitation letter issued to you on joining the Probationary Officers Programme. As per the said clause for pursuing the Training Programme, you were required to pay Rs. 2,55,500 to Manipal Universal Learning Private Limited, which was provided by ICICI Bank as education loan ("Loan", the term which also includes any interest or other charges payable as stated therein) at 14.30% Floating interest per annum. The repayment of the Loan was to start on your completion of the Classroom Training and on-the-job Internship, upon your joining the services of ICICI Bank. No EMIs or interest was recovered during the training period. The EMIs for repayment of the Loan are spread over a period of 60 months to ensure that there is minimal impact on your monthly earnings. However, the interest on the loan accrued during the training and on-the-job Internship period of 12 months of moratorium period (repayment holiday) are to be recovered over the entire repayment tenure of 60 EMI (accrued interest will be divided equally)
 - Accordingly, please note that the EMI for repayment of the said loan amount of Rs. 2,55,500 along with applicable interest of 14.30% Floating per annum shall be recovered from the month after your successful completion of on-the-job Internship till the completion of 60 months of services in the Bank.
 - In the event of your cessation of service of ICICI Bank/Group Company/Subsidiary, for any reason whatsoever, you have may foreclose the loan at 14.30% Floating).
 - Charges for late payment of Rs 500 + taxes per cheque/EMI bounce and a penal interest @24% per annum i.e. @ 2% per month on the overdue instalment/s will be levied
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf of or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.

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- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of any civil or criminal case(s) instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify on any outcome of such complaint like filing of Charge-sheet / Arrest / Conviction / Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the internal framework of the Bank set up in this regard, at all times during your service period and even after cessation of service due to any reason whatsoever.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.
 - At any time during your services with the Bank in the event of:
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you such as:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; andSuppression of any material information by you.Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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• **General:**

- Your appointment and your continuation in employment are subject to your being found medically fit by a Bank appointed doctor and reference checks.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,
Anjay Chakravarty

Digitally signed by ANJAY KUMAR
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I have read all the terms and conditions of the offer and would like to confirm my acceptance of the same.

Dhrubo Jyoti Sikder

Signature of Applicant

Reference No. - 1384459070

DhruboJyoti Sikder

Annexure:

Amount:

- During the period of Two months' Internship, you will be paid an amount of **Rs. 17,295** per month and during the period of Six months' on-the-job-training, you will be paid an amount of **Rs. 23,060-** per month. There will be no deduction towards the Course cost to be incurred by ICICI Bank, during on-the-job training.

Remuneration:

- On successful completion of Eight months training period you will be eligible to draw salary and allowances as Deputy Manager (Band I) as mentioned below:-
- Your Base Salary will be **Rs. 1,32,000/-** (Rupees One Lakh Thirty Two Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no minimum guaranteed payout amount of the Performance Linked Retention Pay, and it will vary from time to time as decided by ICICI Bank. This is however, subject to applicability of the Payment of Bonus Act 1965, wherever applicable.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of **Rs. 1,28,100/-** (Rupees One Lakh Twenty Eight Thousand and One Hundred only) per annum. Supplementary allowance will include – Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of Supplementary Allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of **Rs. 66,000/-** (Rupees Sixty Six Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of **Rs. 19,800/-** (Rupees Nineteen Thousand Eight Hundred only) per annum.

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Benefits

- Comprehensive Mediclaim Coverage for you and your immediate family of up to Rs. 4,00,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including Supplementary Allowance are subject to the limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank

Signature of Applicant

Digitally signed by ANJAY KUMAR
CHAKRAVARTY
Date: 2023.03.29 10:20:11 +05:30
Reason: Offer Letter
Location: Mumbai

Dhrubo Jyoti Sikder

Reference No. - 1384459070
DhruboJyoti Sikder

Amount paid during Internship

	Probationary Officer- Internship	
	Monthly	Two Months Accumulated
Basic	6,600	13,200
HRA	3,300	6,600
Supplementary Allowance	6405	12,810
Superannuation Allowance	990	1,980
Total	17295	34590
PF*	1,561	3,122
Gratuity*	550	1,100
Total Fixed	19,406	38,812

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Amount paid during On-the-Job-Training

	Probationary Officer- OJT	
	Monthly	Six Months Accumulated
Basic	8,800	52,800
HRA	4,400	26,400
Supplementary Allowance	8,540	51,240
Superannuation Allowance	1,320	7,920
Total	23,060	138,360
PF*	1,800	10,800
Gratuity*	7,33	4,398
Total Fixed	25,593	153,558

*You will be eligible for Retirement Benefits of the Bank; namely Provident Fund in accordance with the statutory requirements and/or, as per Bank policy

Date: 29-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
Date: 2023.03.29 10:20:12 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Dhrubo Jyoti Sikder



Reference No. - 1384459070

Remuneration Details		
Name: Dhrubojyoti Sikder		
Position: Deputy Manager (Band I)		
Group: RETAIL BANKING GROUP		
	Deputy Manager (Band I)	
	Monthly	Annual
Basic	11,000	132,000
HRA	5,500	66,000
Supplementary Allowance*	10,675	128,100
Superannuation Allowance	1,650	19,800
Total	28,825	345,900
Retirals		
Retirals (PF. Gratuity) ***	2,716	32,592
Total Fixed	31,541	378,492
Performance Linked Retention Pay#	6,250	75,000
Total CTC	37,791	453,492
* Supplementary allowance will include Conveyance / Travel allowance, Telephone reimbursement, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy		
#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable		

Date: 29-Mar-2023

Digitally signed by ANJAY KUMAR CHAKRAVARTY
Date: 2023.03.29 10:20:12 +05:30
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Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.

Dhrubojyoti Sikder

HRD/1003748927/22-23

December 15, 2022

Mr. Bapun Mahata
Village - Jatia ; Post Office - Khemasuli ;
Police Station - Kharagpur(Local)
Kolkata-saltlake-721513
India

Ph: +91-7063834244

Dear Bapun,

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 **30-Jan-2023**.

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.

05th April 2022

Mr. Ritul De,

Dear Ritul,

This has reference to the discussion we had with you. It is our pleasure to offer you a position of **"Trainee Software Engineer"** in our organization. Your place of posting would be **Pune**. This offer is made subject to your medical fitness certification by our Doctor on the panel of the Company.

Your compensation package will be as follows:

1. You would be paid a gross cost to the Company of **Rs. 400,024/-** per annum as per the enclosed Annexure – "A".
2. Your continuation of employment with the company will be subject to the following:
 - (a) Successful completion of your basic eligibility criteria related to your final degree and further assessments as applicable.
 - (b) You shall also cooperate and do all acts to register with board of apprentice training online failing which your contract with the company stands cancelled.
3. Company has the right to restructure the components of your salary; however your gross emoluments would be protected.
4. Your appointment will be subject to standard terms and conditions of the employment indicated in Annexure "B" and rules & regulations of the organisation as prevailing from time to time.
5. You will be on probation for a period of twelve months from the date of your joining, after which you will be confirmed if your work is found satisfactory. The probation period can be extended, if found necessary. You shall continue to be on probation, till your services are confirmed in writing by a Letter of confirmation. Probation period may also be extended for further period in case of non-submission of Mandatory documents as specified in clause 6 below.
6. You will join us on or before **02nd May 2022**. At the time of joining, you must bring along the original copies of the following mandatory documents along with the self attested photocopies for verification.
 - Xth/XIIth. Graduation / Post graduation (if applicable) marksheets of each year along with the original certificates as applicable (Mandatory)
 - Copy of the last pay slip. (Mandatory)
 - Photocopy of your passport along with Original (Mandatory)
 - PAN & PF Number if any.
 - 4 Passport size photographs with a red background. (Mandatory)
 - Company reserves rights to withheld your joining formalities in absence of any of the mandatory documents mentioned above.
7. You will sign the Proprietary Rights and Non-Disclosure Agreement at the time of joining the Organization.



Nihilent Limited



23-Mar-2021

Dear Anulekha Ghosh,
B.Tech/B.E., Computer Science & Engineering
Government College Of Engg & Ceramic Tech, Kolkata

Candidate ID – 15521912

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.450,740/-. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

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.

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Anulekha Ghosh

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 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: *Anulekha Ghosh*

Date: *27/04/2023*

Compensation and Benefits

Name: Anulekha Ghosh

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
Annual Gross Compensation			359,988
Incentive Indication (per annum)**			22,500
Annual Total Compensation			382,488
Company's contribution towards benefits (Medical, Accident and Life Insurance)			19,500
Annual Total Remuneration			401,988

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

RI'qd. Office: 115/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097

Anulekha Ghosh

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.

Cognizant

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of 23/07/2021 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 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

EMPLOYEE NAME, Age, residing at Anulekha Ghosh, 24, Vill + P.O - Hal- Sarberia, Paschim Medinipur, Pin - 721146 (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

Cognizant

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.

Anulekha Ghosh

Cognizant

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

Anurha Ghosh

Cognizant

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 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.

Anulekha Ghosh

Cognizant

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

Anulekha Ghosh

Cognizant

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

[Name of Employee]

Anulekha Ghosh

Sign: Anulekha Ghosh

Sign: Anulekha Ghosh

Name: Anulekha Ghosh

Name: Anulekha Ghosh



July 27, 2021

HRD/3T/21-22/1002136905

Ms. Agamani Kundu
Candidate ID: 1002136905
Qrs-13C, Unit-8, North Colony, B.N.R
Garden Reach, Kolkata
Kolkata- 700043
Kolkata
India
Ph: (91) 98318 09356

Dear Agamani,

SUB: LETTER OF INTENT TO HIRE

Congratulations! Further to your application for Employment with Infosys Limited ('Company') and the subsequent selection process, we are delighted to communicate to you our intent to make you an offer for the position of **Systems Engineer** in Job Level 3 with the company. Your DoJ is **August 30, 2021** and you will receive the Letter of Appointment with all the elaborates soon.

This letter of intent would be superseded by a formal employment contract. The employment contract will detail out the scope, terms and conditions of your employment with the company, break up of your salary, proposed location of posting, date of joining etc.

Please be advised that our offer to you will be conditional upon you having successfully completed your graduation / post-graduation qualification and having completed all course requirements and examinations required for the award of the educational qualification mentioned by you in your application for employment with the Company. You are required to submit all marks sheets and other relevant documents (if any), on the day you join the Company. Further, you should have been declared as passed by the relevant examination authority. Please note that the determination of the adequacy or authenticity of all or any of the proofs and any condoning delay in submission of the same will be at the Company's absolute and sole discretion.

Should you meet the conditions of employment, your **Total Gross Salary** includes a Performance Incentive and will be **INR 360000** per annum. The complete breakdown of the compensation and increment will be provided in the Letter of Appointment.

This is a letter of intent only. It is not intended to be, and shall not constitute in any way a binding or legal agreement, or impose any legal obligation or duty on either you or the Company. Should you have any questions regarding the above, please do not hesitate to write to us at offer_update@infosys.com.

Welcome to Infosys Ltd. We are confident you will be able to make a significant contribution to the success of Infosys Limited. We wish you a long, rewarding and fulfilling career and look forward to working with you.

Yours sincerely,



RICHARD LOBO
EVP and Head Human Resources – Infosys Limited



APPOINTMENT LETTER

November 22, 2021

Dear Saranya Roy,

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of the Company. Therefore,

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

our rights to take suitable action against you as we may deem fit.

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

For more details on procedures and guidelines, employees are requested to refer the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to policyclearinghouse@wipro.com.

ANNEXURE II**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000**

I, Saranya Roy 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: Saranya Roy

Career Group: Group B1

Position: Project Engineer

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	18,340
HRA	9,170
Bonus	3,500
Wipro Benefits Plan (WBP)	8,757
Total Fixed Cash	39,767
PF (Employer Contribution)	2,201
Gratuity (5.31% of Basic)	974
Total Fixed Compensation	42,942
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	2,292
Target Cost to Company per month	45,834
Total Cost to Company per annum	5,50,008

You shall be eligible to receive a onetime "cash bonus" of INR. 100,000 after one year from the Date of appointment. Additionally, after one year from the date of appointment the Bonus amount shall be merged with your regular salary stack effective 1st of the month subsequent to the month of your Date of appointment. The amount will be distributed amongst different existing salary components in accordance with the company policy in this regard.

*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 2 lacs per annum.

ANNEXURE – IV

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

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

ANNEXURE – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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 2021-22.

SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

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

1. Leave Travel Allowance:

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

50,000.

2. Telephone/Mobile Phone Allowances:

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

3. Non-transferable Meal card:

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

4. Education Allowance:

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

5. New Pension System:

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

Retirement Benefits:

It consists of:

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

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

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

SUMMARY SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS)**: This is a medical scheme covering you, your spouse and your children to the extent of Rs.15000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI)**. This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.

2. Mediclaim: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.

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

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

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

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

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

Survivor Benefit Pension Program**:

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

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

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

Loans:

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

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

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

1. Your Life and Accident Cover :

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000 Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: Rs. 14,00,000 In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro

accessible on joining. Access through My Wipro -> My Policies ->India > My Financials -> Group Life Insurance/ Personal Accident

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

2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance. A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management. The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year). Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

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

Accept Decline

Signature Saranya Roy 22/11/2021 8:10 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

20668997



22-JUL-2021

Letter Of Appointment

Ms. Shreya Saha
TCS - Kolkata

Dear Ms. Shreya,

Further to your acceptance of our offer letter vide TCSL/DT20195228967/- Kolkata dated 17-Apr-2021 we are pleased to appoint you in our organisation in grade C1 as Systems Engineer.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 22-JUL-2021 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1940786.

Yours sincerely,
For TATA Consultancy Services Limited

A handwritten signature in blue ink, appearing to read 'Girish V. Nandimath'.

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



Ref: TCSL/DT20196059521/1435058/Kolkata

Date: 15 June 2021

MR. ANIRBAN CHAKRABORTY
64/3g Raja Ram Mohan Roy Road,
Behala East Park, Kolkata,
West Bengal-700008.
Tel# 919674499295

Sub: Joining Letter

Dear Mr. Anirban Chakraborty,

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 **22nd July 2021** , your joining location is **Kolkata** , work location is **Kolkata** 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.



TCS Xperience Program

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

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

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

Based on your performance and number of attempts to clear the TCS Xplore Program, you are eligible for both Readiness Incentive of **INR40000** and Competency Incentive of **INR20000**. Your incentive will be given along with your salary.

Note :

- If you do not join the organization on the specified date, you will be eligible only for Competency incentive and not for the Readiness incentive.*
- Readiness incentive will not be given if a request for re-joining is initiated by you. :*
- You need to serve minimum tenure (12 months from the date of joining) with the organization. If you do not serve the minimum tenure mentioned above, the incentives provided will be recovered.*

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

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

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



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

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



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



Offer: Computer Consultancy
Ref: TCSL/DT20206544491/Kolkata
Date: 29/10/2020

Mr. Aditya Kumar Shaw
81K. D. Road,
Gouripur Chowmatha,
Naihati-743166,
West Bengal.
Tel# -

Dear Aditya Kumar Shaw,

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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



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:

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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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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. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

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

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

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

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

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action



including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. 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.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

23. Compliance to all clauses

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



24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Aditya Kumar Shaw
Designation	Assistant System Engineer-Trainee
Institute Name	Government College Of Engineering And Ceramic Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,877
Xplore/ Learning Incentive****		Upto 60,000

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

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

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

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

**** Xplore/ Learning Incentive is paid over and above the CTC during first year, based on your performance in TCS Xplore Program. Table 2: TCSL defined structure for BoB (All Components in INR)

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



Annexure 2

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



Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



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. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(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.

HITACHI

Inspire the Next

Hitachi Consulting Software Services India Private Limited
REGISTERED ADDRESS
Plot No. 09, Survey No. 115/P
Nanakramguda Village, Serilingampally, Municipality, Gachibowli
Hyderabad - 500 032
India

OFFER LETTER

To
Mr. Rashed Mehdi,
Kolkata , India

Dear Rashed,

With reference to your application and subsequent interviews you had with us, we are pleased to extend an offer of employment to you as **Associate (ASSOC)** in our **Consulting Division** at Hitachi Consulting Software Services India Private Limited (“Hitachi” or “Company”). Your salary will be as per Annexure – A, subject to revision from time to time based on your performance in accordance to Company norms. In addition, you shall be entitled to the Benefits as summarized in Annexure B. Your terms of offer will be as per Annexure C.

1. As an employee of Hitachi Consulting, you will perform your assigned duties and will maintain the confidentiality of the work assigned to you. You are required to join on or before **01 June 2021**, post which the offer is deemed revoked, unless extended in writing.
2. Your job location will be **Hyderabad**, India. However, based on future business needs, you may be moved to other locations as may be deemed necessary by the management of the Company.
3. The first 6 months of your employment will be on a probationary basis with a notice period of 30 days in writing, from either side. During this period your performance shall be under review, based on which, the company reserves the right to confirm, further extend or amend the probationary period as it may deem fit. On confirmation of your employment the notice period will be of 90 days, from either side.

HITACHI

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We at Hitachi Consulting are looking forward in having you as a member of our team as we believe that the success of Hitachi Consulting will depend, above all, on the quality of its people.

With best regards

For Hitachi Consulting Software Services India Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Sourav", with a stylized flourish and a small arrow pointing to the right.

Sourav Prakash Mohapatra
Senior Director, Human Resources

ANNEXURE A

Name Mr. Rashed Mehdi,
Title Associate
Grade ASSOC

All amounts in Indian Rupees

Salary Components	Annual (INR)	Monthly (INR)
Basic	2,16,667.00	18,055.58
Flexible Benefit Plan	3,76,381.00	31,365.08
Provident Fund	26,000.00	2,166.67
Total Base Salary (A)	6,19,048.00	51,587.33
VIP* (B)		30,952.00
Total Target Cash Compensation (TTCC)		6,50,000.00
Total Target Cash Compensation in words		Six Lakh Fifty Thousand Rupees Only

** You are also eligible for variable pay under the current Vantara Incentive Plan (VIP); your annual target variable pay is 4.99% of your base salary. This variable pay is paid semi-annually and will be based on Hitachi Consulting's actual performance measured against the relevant period's performance. This performance level may be awarded against a pro-rated portion of your eligible variable pay based on your position and length of employment during the half year. VIP is not guaranteed and any payments awarded are subject to the terms of the current program.*

Gratuity shall be payable to you in accordance with The Payment of Gratuity Act, 1972 and any amendments thereafter.

HITACHI

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Some of the other tangible Benefits, the Company pays the premium for, are:

- Medical Insurance cover for yourself and 3 immediate dependents for INR 4 Lakhs with additional top up available per policy
- Life and Accident Insurance cover for you, each ranging from INR 22 Lakhs to INR 300 Lakhs

With best regards

For Hitachi Consulting Software Services India Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Sourav', with a large, stylized 'S' and a horizontal line extending to the right.

Sourav Prakash Mohapatra
Senior Director, Human Resources

Acceptance of Employment Offer

Rashed Mehdi

Date



ANNEXURE B

I, Rashed Mehdi, hereby agree that my employment with Hitachi Consulting Software Services India Private Limited ("Hitachi") is contingent upon successful verification of my background verification. I have supplied all background and educational information to Hitachi in my employment application, to the best of my knowledge and will cooperate if any further information is required. Hitachi reserves the right to end my employment agreement with me should the results of my background check are not successful.

Signature:

Name: Rashed Mehdi

Date:

TERMS OF OFFER

1. This offer is made on the basis that the information furnished to us earlier is true. If at any time it is revealed that the employment has been obtained by furnishing false information or by withholding pertinent information, the company shall terminate your services without any prior notice or payment.

2. Your employment will be subject to the following pre-conditions being met by you:

(i) Obtaining a clear discharge from your present employer

(ii) Providing two satisfactory references, one being from your current employer

(iii) Clearing employment verification check done by Hitachi Consulting in India or its representatives, is cleared

(iv) Obtaining and maintaining a valid work permit from the Government of India throughout your employment. A copy of the work permit needs to be furnished by you on the date of on-boarding, failing which you will not be permitted to join.

(v) Ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer)

3. During the tenure of employment with the Company, you shall comply with all Company policies, processes and procedures, guidelines, rules and instructions including the Company's Business Code of Conduct, Company's Information Security Management System and such other policies as may be modified or changed by the Company from time to time. If you fail to comply with these policies you may be subject to disciplinary action leading to termination.

4. You and your eligible dependants will be eligible to participate in the standard health insurance benefits. Hitachi reserves the right to determine which of your family members are entitled to this benefit. Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

5. If you are required to travel on domestic or overseas assignments either on training or on project consultation with our business affiliates or clients, you shall execute the necessary Policy Agreement on all such travels. While on on-site assignments in India/ abroad, you will not be allowed to resign from the services of the company. In the event of absencing your self without leave, the company will notify the concerned High Commission/ Embassy of the country whose visa you may be holding and declare you as

absconding.

6. You will not enter into an agreement, commitment or dealing on behalf of the company or its business associates without the prior written approval of the management. In case any such understanding is entered into without the consultations of the management, you will be completely responsible for it at your own risk.

7. During the period of your employment and for a period of twelve (12) months thereafter, you shall not directly or indirectly,

(i) consult with or render services or products similar to those being offered, developed, licensed or marketed by the Company for, or

(ii) solicit business from or call upon, for the purpose of soliciting, serving or selling such services or products, to any entities or individuals that are (a) clients/ service providers of the Company as of the date of termination of your employment with the Company ("Termination Date") or are bona fide prospective clients to which the Company has made a formal proposal or presentation, in each case if you performed or supervised the performance of any services for, or participated in the solicitation of, such client or prospective client at any time within the twelve (12) months preceding the Termination Date, or (b) in competition with the Company's business or part of its business.

8. In the event of your getting nominated on any special training programme(s), specific to project/ product/ technology/ management, which the company considers as vital in adding value to your professional skills, you will be required to submit a Special Declaration that you shall serve the company for a period of at least one year from the date of completion of such training. During such periods as mentioned above, should you choose to resign or sever your employment with the company, you shall be liable to pay the company an amount indicated in the Special Declaration towards damages on account of cost incurred by the company on training and loss of opportunity sustained by the company, in addition to any other dues.

9. If you wish to resign from the company, you are required to give (90) Ninety days written notice after probation. You will not be allowed to adjust the accrued leave against the notice period. The resignation shall be accepted only on your fulfilling the terms of the undertakings given by you during the course of your employment. The notice period is governed by the company rules and is subject to change with immediate effect based on the company policies from time to time. All employees need to serve a notice period of 90 days.

10. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

11. Should all or any of the above conditions not be met for any reason whatsoever this offer will

automatically lapse and be of no force and effect whatsoever. In that event no employment relationship will have been entered into between you and the Company.

DECLARATION:

I agree and accept employment on the terms mentioned in this offer. I further understand and acknowledge that my employment is contingent on my executing the **Employment Agreement and the Employee Agreement Regarding Confidentiality, Intellectual Property, And Non-Solicitation** with the company, the terms and conditions contained therein will be deemed to be a part of the employment terms and conditions.

This offer of employment is subject to the following:

1. You must complete your B. Tech / B.E. / MCA / MBA degree course with minimum aggregate marks of 70% (including the final examination);
2. You must submit the Final Marks Memo or Provisional Certificate to the Company within two weeks from when you receive it

Signature:

Name: Rashed Mehdi

Date:

General Instructions / Check list

On the day of joining, please report by 9:30 am at the below mentioned address and meet the concerned person.

Hitachi Consulting Software Services India Pvt. Limited

Plot No: 9, Survey No: 115

Nanakramguda Village,

Serilingampally, Hyderabad

DOCUMENTS THAT YOU NEED TO SUBMIT AT THE TIME OF JOINING

(The documents/material requested in the Checklist is mandatory and has to be carried along with you on your date of joining us)

- Copy of certificates of any other computer related courses done.
- PF Account Number, Bank Account Number
- Adhaar number or Adhaar enrolment number
- Photo copy of all 36 pages of your passport (With ECNR Stamping)
- Latest Photographs with plain white background: 2 Stamp size; 6 Passport size

Signature

Name Rashed Mehdi

Date



23-Mar-2021

Dear Ishan Biswas,
B.Tech/B.E., Computer Science & Engineering
Government College Of Engg & Ceramic Tech,Kolkata

Candidate ID – 15521913

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.450,740/-**. 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.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

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

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 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: Ishan Biswas **Designation:** Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA*	6300	75,600
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1800	21,600
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	7349	88,188
	Annual Gross Compensation		359,988
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		382,488
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		401,988

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

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

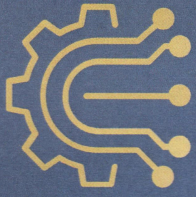
* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

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

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

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

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



JABOTICS

contact-us@jabotics.in

23/1, Jagat Banerjee Ghat Road,
Shibpur, Howrah,
W.B-711102

14-April-2022

Dear **Roshan Shaw**,
36/1/1 Pullin Khatick Road,
PS- Tangra,
West Bengal – 700015.

In continuation to our discussions, we are pleased to offer you the role of Junior Front End Developer in JABOTICS.

During your probation period of 3 months, which includes your training program, you are entitled to a Net Salary of **Rs. 45,000/month**

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Cost to company (CTC) would stand revised to **Rs.9,00,000** . This includes an annual incentive indication of **Rs. 50,000**

Your appointment will be governed by the terms and conditions of employment presented in Annexure A. 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.

We look forward to you joining us. Should you have any further questions or clarifications, please mail to contact-us@jabotics.in .

Yours Sincerely

Rahul Jha
CEO, Jabotics



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

Signature:

Date:

ManpowerGroup Services India Pvt Ltd.
Experis IT Building,
J3, Block GP, Salllake City
Sector V
Kolkata – 700091
West Bengal, India



Manpower

Date: 24-Feb-22

Name - Shabdik Chakraborty

Subject: Offer Letter

Dear Shabdik Chakraborty

With reference to your appointment with Manpower Services India Pvt. Ltd., we have pleasure in offering you the position of "Information Security Analyst (L1)" in our organization on a Contract basis. The details of the offer are as follows:

Work Location	: Kolkata
Deputed	: CDAC
Start date of Assignment	: 01-Mar-22
End of Assignment	: 28-Feb-23
Gross per month	: ₹20000/-

Any statutory dues like PF, ESI, Bonus etc. if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

Kindly send the accepted copy of the same and your PAN and Aadhar to Manpower. In case the signed acceptance is not received by Manpower within 7 days of the offer date, Manpower reserves the right to withdraw the offer.

Signature
Authorized Signatory

Signature
Accepted By
Shabdik Chakraborty

HRD/3T/1002401812/21-22

September 18, 2021

Ms. Pratyusha Sinha

Nilachal Abasan , Flat No-10, 2, Rabindranath Tagore Road, Post Office-Bediapara, Kolkata-77

Nilachal Abasan , Flat No-10, 2, Rabindranath Tagore Road, Post Office-Bediapara, Kolkata-77

Kolkata-700077

India

Ph: +91-8777726127

Dear Pratyusha,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.18 13:51:07 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/1002401812/21-22

September 18, 2021

Ms. Pratyusha Sinha

Nilachal Abasan , Flat No-10, 2, Rabindranath Tagore Road, Post Office-Bediapara, Kolkata-77

Nilachal Abasan , Flat No-10, 2, Rabindranath Tagore Road, Post Office-Bediapara, Kolkata-77

Kolkata-700077

India

Ph: +91-8777726127

Dear Pratyusha,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **27-Sep-2021**.

Location

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

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

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

ANNEXURE - II
(Compensation post Unit allocation)

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

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

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

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

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

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

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

Jul 30,2021

Mr soumyadeep dutta
Kolkata 25 700120

Dear soumyadeep dutta

Subject: Appointment as ANALYST SECURITY GRC

Thank you for showing interest in a career with us.

We are proud of our over two decades of our legacy in Technology driven Professional and Managed services. We at NetConnect Pvt Ltd, have developed knowledge and expertise to deliver the customer centric solutions, through our Services &Products. Harnessing the technologies in Digital, Security &Infrastructure, our teams of talented professionals, deliver these solutions across the globe. We are guided by our credo: Integrity, Respect &Passion.

Further to our discussions, pleased to offer you an employment with us as ANALYST SECURITY GRC, upon your date of joining on or before Aug 09,2021.

Please return the duplicate copy of this offer duly signed as a token of your acceptance, together with the following necessary documents:

1. Copies of Educational/Technical Courses
2. Copy of PANCard
3. Copy of Passport
4. 2(two) Passport sized photographs
5. Last pay slip
6. Resignation copy and relieving letter
7. PF and ESI declaration to be submitted at the time of joining
8. Reference details - The appointment shall be subject to satisfactory reference check.

Your appointment is subject to you providing the above-mentioned documents and subsequent background verification. In the unlikely event of your inability to join on the above mentioned date, this offer would stand cancelled.

We welcome you to the NETCONNECT family and hope for a long and happy association with you in the future.

Yours faithfully,
for Net Connect Pvt. Ltd.



Lata Chemudupati
Associate Vice President - HR

Your compensation shall be as detailed below



Date of Appointment: Aug 09,2021

Name: Mr soumyadeep dutta

Designation: ANALYST SECURITY GRC

CTC Break-up

Salary	Monthly(in Rs.)	Yearly(in Rs.)
Basic	12,724.00	1,52,688.00
HRA	9,689.00	1,16,268.00
Gross Salary	22,413.00	2,68,956.00
Advance Bonus	1,060.00	12,720.00

Take Home: 21,646.12 2,59,753.44

Benefits

Provident Fund (12% of Basic Salary): 18,323.00

Cost to the Company: 2,99,999.00

Note: CTC includes all allowances and statutory components (Employer & Employee contribution of PF & ESI, PT, medical premium (if applicable) and Bonus paid as advance on monthly basis). The salary is subjected to Income Tax deductions (if applicable) as per the regulation of the Government of India.

Your salary is strictly confidential. The salary slip would be sent to your email ID provided in the resume submitted to us at the time of joining.

Salary is inclusive of all statutory payments and the same would be credited to your account (Account Number to be intimated by you) in the form of amount transfer or cheque payment as the case may be.

The income tax liability with regards to your salary & perks will be at your liability & will be governed by the laws of the country where you are posted & as applicable from time to time.

C. Lata

Authorised Signatory

Acceptance by the Employee



TERMS AND CONDITIONS OF EMPLOYMENT

1 Duties and Responsibilities: Your designation is the position that involves continuous responsibilities. The work environment requires flexibility and you will need to undertake additional related duties from time to time, which may include local as well as overseas travel.

In addition to the above you shall perform such duties as the Employer (NetConnect Pvt. Ltd.) may assign to you from time to time. The Employer reserves the right to transfer you within its offices in India or abroad. The Employer may also transfer you from one department / unit to another (either existing or to be set up in future) or to a group entity of the Employer, at the Employer's sole discretion. Any such transfer shall be on the same terms and conditions as are specified herein. The Employer also reserves its right to depute/second you in any other company or entity, for providing the required services that may be decided between the Employer and the Company. During the course of such deputations/secondment you will carry out all reasonable and lawful instructions given either verbally, in writing or through any electronic medium by the authority to whom you report to in such entity.

2 Responsibility on deputation: You shall not under any circumstance or at any point in time claim or demand to be on the rolls of the company where you are deployed, as an employee of that company or claim any benefits of employment from that company.

Any benefit or emolument that you may receive during your period of deputation in a company for providing services, shall not be construed to imply an employer-employee relationship between such company and you.

The employer shall not be responsible or liable to any company to which you have been deputed for providing services for any acts of misfeasance or malfeasance, committed by you during the course of your deputation in such company. You shall be personally responsible & liable to the company, for such acts of malfeasance or misfeasance that may be committed by you during your deputation in such company.

3 Conduct and Discipline: You agree to devote your full business time, attention, skill, and effort exclusively to the performance of the duties that the Employer may assign to you from time to time. You may not engage in any business activities or render any services of a business, commercial, or professional nature, directly or indirectly, whether or not for compensation, for the benefit of anyone other than the Employer, unless the Employer has given its consent in writing in advance.

During your employment, you agree not to undertake any activity, which creates, or could create, an actual or perceived conflict of interest with your employment, or which in any way compromises your duty of loyalty to the Employer.

You may not enter into any pecuniary obligations that would render you financially embarrassed. You will be expected to disclose certain financial transactions and agree to abide by the Employer's policies and procedures related to conflicts of interest, ethics and insider dealings.

You shall not sign any agreement, document or letter on behalf of the Employer, unless authorized in writing by Managing Director of the Employer. Please note that if you sign any such document without obtaining the requisite authorization, all obligations incurred in respect of the same shall be treated as your personal responsibility, and you shall indemnify and keep the Employer indemnified from all liabilities and responsibilities that may be incurred in connection with the same.

Subject to any regulations from time to time issued by the employer which may apply to you, you shall not receive or obtain directly or indirectly any discount, rebate, commission or other inducement in respect of any sale or purchase of any goods or services effected or other business transacted (whether or not by you) by or on behalf of the employer or an associated company & if you (or any firm or company in which you are directly or indirectly engaged, concerned or interested) shall obtain any such discount, rebate, commission or inducement, you shall immediately account to the company for the amount received by you or the amount received by such firm or company.

You agree to comply with such rules and regulations as the Employer may adopt from time to time.

4 Termination: Both you and the Employer will have an option of terminating the employment. This option may be exercised at any time by either party by providing the other party with sixty day's written notice. The Employer also has an option of paying sixty day's remuneration (including all allowances) in lieu of



such notice.

Your employment may, however, be terminated forthwith without notice or payment in lieu of notice should you be found guilty of any breach or neglect of any of the terms of this letter, or on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, misconduct, breach of the employer's policies or breach of any of the duties of any of the duties expressed or implied in this letter or any duties which may from time to time be assigned to you by the Employer. Termination could also happen if back ground verification is not clear. Any termination or resignation happening within a year of joining the organization would lead to a deduction of back ground verification charges incurred by the employer as this is conducted by a Third Party vendor. Your services shall be co-terminus with the completion of the project.

In the event of the termination of your employment by the employer for reasons not attributable to you, you shall be paid all remuneration which may be due to you till the date of termination and such amount shall be received by you in full satisfaction and discharge of all claims and demands whatsoever which you may otherwise have against the Employer in connection or arising out of this letter or your employment here under but without prejudice to any claim the Employer may have against you arising out of any breach or non-performance by you of any of these obligations under this letter.

Upon the termination of your employment for whatever reason, you shall immediately deliver to the Employer all assets (including but limited to laptops, desktops) properties, records, documents, plans, letters, papers, computer files and other materials of every description (including all materials made or compiled by you, as well as to all materials furnished to you by anyone else in connection with your employment and all copies of or extracts of any such materials) within your possession or control relating to the affairs and business of the Employer.

5 Representations and Warranties. You represent and warrant to the Employer that:

- you are free to enter into employment with the Employer without violation of any third party rights and that your employment with Employer will not result in a violation of any agreement or restrictive condition you may have with any third party including any former Employer;
- you are not a party to any arrangement or agreement which will compromise your ability to carry out your duties for Employer;
- all information provided by you to the Employer, including information set forth in your resume, information provided during the interview process and information in any employment application, is truthful and accurate; and
- you will not disclose to the Employer, or induce the Employer to use, any confidential or proprietary information or materials belonging to any third party, including any previous employers.

6 Confidentiality: In the course of your work for the Employer, you are likely to become aware of information which is commercially sensitive or valuable to the Employer (and/or its group entities) concerning its organisation, marketing, finance or other affairs.

You are precluded from:

- Revealing any such information, directly or indirectly to anyone without express written authority of the Employer;
- Using or attempting to use such information in any manner which may injure or cause loss either directly or indirectly to the Employer (and/or its Group Entities) or any of its / their business (es).
- You also agree to keep confidential all matters pertaining to your salary, increases in salary, any bonuses, stock options you may be granted, etc. The obligation to keep information confidential continues even after termination of employment.

7 Non-Compete : Your position with the Employer requires considerable responsibility and trust. Relying on your undivided loyalty, the Employer expects to entrust to you highly sensitive confidential, restricted, and proprietary information involving the Employer business. It could prove very difficult to isolate this confidential information from business activities that you might consider pursuing after termination of



your employment with the Employer, and in some instances, you may not be able to compete with the Employer in certain ways because of the risk that the Employer's confidential and proprietary information might be compromised. You are legally and ethically responsible for protecting and preserving Employer's confidential information and proprietary rights for use only for the Employer's benefit. During the term of your employment and one year subsequently, you will not directly or indirectly, either alone or jointly, engage yourself in any activity or business which could result in direct or indirect competition with the business of the employer or its affiliates.

8 Company's intellectual property right: All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc. carried out for the company, with your involvement shall be the property of the Employer. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Employer any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Employer may be necessary or desirable to vest in or secure for or maintain for the benefit of the Employer adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications (ii) any other applications for securing, protecting or registering any property rights relating to such works and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Employer as required to draft such instruments, to obtain and to enforce such rights.

The Employer shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using the Employer's facility and on the Employer's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Employer at all times.

9 Coverage of Mediclaim and Accidental Insurance:

- . Mediclaim: You will be covered under Group Medical Insurance while on duty, up to a maximum limit of Rs.2,00,000/- per annum, subject to the terms and conditions of the Insurance Company (Non ESIC Applicable).
- . Accidental Insurance: Accidental Insurance: If you are covered under the Employee's State Insurance ESI Act, 1948 - (in lieu of Group Personnel Accident Scheme) the said Act and Rules will be applicable while on duty. (or) If you are not covered under the Employee's State Insurance ESI Act, 1948 - (in lieu of Group Personnel Accident Scheme) the Workmen Compensation Insurance is applicable while on duty

10 Company Policies: You will be governed by the Employer's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, Provident fund, Bonus or/and other matters etc, presently in force or as introduced/amended from time to time. Further, you shall during the employment period perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Employer.

11 Other Terms and Conditions: You shall not divulge, communicate or pass any information in any form, related to any aspect of the Employer to anyone outside the Employer.

You shall endeavor to uphold the good image of the Employer and shall not by your conduct adversely affect the reputation of the Employer and bring disrepute to the Employer, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. Please deal with the company's money, material and documents with utmost honesty and professional ethics.

You acknowledge that this offer letter, represents the entire agreement between you and the Employer and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Employer.

12 Indemnity: You hereby agree to indemnify and keep indemnified and hold the Employer and its



officers, directors, customers and affiliates harmless from and against any loss, claim or damage, incurred/sustained by the Employer on account of your contravention of any of the terms of this letter as well as any other binding agreements.

13 Governing Laws and Jurisdiction: These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Bangalore, Karnataka, India.

Other conditions of your engagement will be based on the rules in force and as modified from time to time.

DECLARATION

I hereby declare and affirm that I have carefully studied and understood the terms and conditions of employment and I undertake to abide by the said terms and conditions.

Name: soumyadeep dutta

Signature:

Date:





JLD ENGINEERING AND MANAGEMENT COLLEGE

City Office : 2/28, Netaji Nagar, Kolkata 700 092, Phone : (033) 2481 6491, 6018
College Campus : Mouza : Begampur, Champahati, Uttarpuri, P.S. Baruipur, Pin - 743610

Ref. No. JEMC/REC/05-23-020
Date : 23/05/2023

SUBJECT: OFFER LETTER

To

Mr. Kanu Mardi

Address:- Vill:- Kismat Altapur,

P.O:- Altapur, Dist:- Uttar Dinajpur,

Pin:-733215, WB

Contact No- 8172035377



Dear Mr. Mardi,

This has reference to your interview dated 15.05.2023, We are pleased to inform you that you are selected for the post of "Lecturer in Computer Science & Engineering Department" in "JLD Engineering and Management College", Mouza:- Begampur, Champahati, Uttarpuri, P.O Tentulia P.S- Baruipur, 24 Parganas (South), Pin:- 743610 with the following terms and conditions:

1. You will be on probation for one year. On successful completion of your probation service may be continued as per the rules and guidelines of the College.
2. Your monthly consolidated salary will be RS. 12,000/- (Rupees Twelve Thousand only).
3. You are requested to join on 01.06.2023.
4. You are to abide by the Service Rules and Regulations of the College.
5. You need to serve the notice period of minimum one month to leave the job.
6. Since this is a full-time appointment, you will not engage yourself directly or indirectly in any other job.
7. You are required to submit copies of all testimonials and the proof that you are medically fit at the time of joining.

Looking forward to a long term association with you.

Thanking you,

Yours truly,

JLD Engineering and Management College


Jadu Lal Das
Chairman

WEST BENGAL POLICE

Recruitment

Announcement of Final Result to the post of Constable and Lady Constable in West Bengal Police 2020

Candidates can find their result by entering their Application Sl. No. and DOB and District

PASCHIM MEDINIPUR Application SL. No. 30030070

Date of Birth : 08/03/1997

Submit Reset

Candidate's Name	Application SI No	DOB	District	Gender	Category as per documents submitted by candidate	Sub-Category	Marks Obtained in Final Written Exam(85)	Marks Obtained in Interview (15)	Grand Total(100)	Category under which recommended	Result
SUBHADIP GHOSH	30030070	08/03/1997	PASCHIM MEDINIPUR	M	OBC-B	-	57	11.67	68.67	UR	Provisionally Recommended for the post of Constable and Lady Constable in West Bengal Police 2020

Note 1 : In case where, 02 (two) or more candidates have secured the same total (aggregate) marks, their seniority in the final merit/recommendation list has been decided upon by the marks obtained by the candidate in the Final Written Examination. The one who secured higher marks in the Final Written Examination has ranked higher in the merit list. If the marks secured in the Final Written Examination are also the same then seniority has been determined by their age. The candidate older in age has ranked above the others in the merit list.

In case of same date of birth, the principle of determining seniority has been decided by the Board.

Note 2 : The list has been prepared on merit basis that is if a candidate scores higher or equal to the cutoff score of UR candidates he/she has been recommended under UR category irrespective of his/her social category provided that he/she has not availed age relaxation or reservation benefit being a candidate of a particular social category.

Category	Cutoff Marks for Constable	Cutoff Marks for Lady Constable
UR	58.75	56.88
UR (EC)	58.42	53.5
UR (NMF/HG)	57.92	53.5
UR (Civic)	57.5	53.5
SC	54.25	50.67
SC (EC)	23.75	25.32
SC (NMF/HG)	49.58	31.75
SC (Civic)	23	26.17
ST	46.85	49.58
ST (EC)	26.25	23.25
ST (NMF/HG)	34.42	23.25
ST (Civic)	26.25	25
OBC-A	62.92	44
OBC-A (EC)	34.83	28
OBC-A (NMF/HG)	31	28
OBC-A (Civic)	31	28
OBC-B	57.25	53.33
OBC-B (EC)	35.42	33.92
OBC-B (NMF/HG)	33.33	33.92
OBC-B (Civic)	34.92	33.92



APPOINTMENT LETTER

May 28, 2021

Dear Subrata Sarkar,

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 V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.

- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company during your period of employment and other relevant criteria.

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection

pursuant to your employment with the Company.

- ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
- iii. Any existing employee to become associated with, or perform services of any type for any third party.

- d. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand the Company's position on this and resolve the conflict.

6. Confidentiality:

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between the Company and you on the same subject matter.

- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. Your appointment shall be treated as withdrawn in case:
- i. You have not scored minimum aggregate marks of 60% in your 10th Standard or equivalent education.
 - ii. You have not scored minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
 - iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
 - v. You have any pending backlogs/ arrears on the date of appointment.

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I

DECLARATION ON CONFLICT OF INTEREST

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company

when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: polycycleclearinghouse@wipro.com.

2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need to know basis. Employees are strictly prohibited from the following:

- a. Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
- b. Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
- c. Unauthorized disclosure or communication of UPSI.
- d. Procuring any UPSI from others

3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I Subrata Sarkar, 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: Subrata Sarkar

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE – IV

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 – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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 2021-22.

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.

Signature Subrata Sarkar 5/28/2021 4:19 PM

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

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

20664369

10.06.2021

Mr. Akash Kumar Singh
Howrah - 711101

Fosbel India Private Limited
Bungalow No.A/6 (Ground Floor),
Balsam Lane, Ashiana Gardens
Sonari
Jamshedpur – 831 011
Telephone: + 91 657 2315318
 : + 91 657 2315319
Website : www.fosbel.com
Email: Fosbel.India@Fosbel.com

Letter of Appointment

Dear Mr Singh,

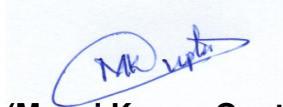
Based on your interview with us, the company is pleased to offer you an employment with Fosbel India Private Limited as **Coke Oven Inspector Trainee**. Your appointment will stand valid only when you submit us your pass certificate of ceramic engineering degree issued from your college. However, you can join us on internship basis by giving us an undertaking that you will submit us your engineering degree pass certificate as and when issued from your college. Your employment on probation will be considered from the date your pass certificate is submitted to us. Your salary stack-up is enclosed.

Your present place of posting will be at **JSW site, Dolvi (Maharashtra)**. You might also be posted at other Project Sites as per the needs of the Company from time to time. Initially your appointment will be under probation for a period of six months and your performance will be assessed at the end of your probation period for confirmation of your employment. During the period of your probation you will be entitled to avail casual and sick leaves only as per the rules of the company.

In this position, you will report to **Mr. M P Srivastava, Operations Manager – Coke (India)**. You might be required to work in shifts upon need basis. You will also be required to strictly adhere to Fosbel's Health & Safety Policy in the workplace to ensure safety at all times. Your detailed job description will be provided by your superior.

We take this opportunity to welcome you to the Fosbel India team.

Yours Sincerely,
for **Fosbel India Pvt. Ltd.**



(Manoj Kumar Gupta)
HR Manager – India

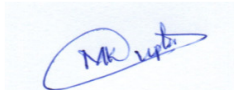
Employment Details & Salary Stack-up

Employee Name : Akash Kumar Singh **Employee No.:** FOS/IN/
Job Title : Coke Oven Inspector Trainee **Business Unit** : Coke
Employment Type : Monthly Staff **Effective Date** : 15th June, 2021
Pay Structure : As per details given below

Salary Component	Rs.
Monthly Basic	10,000
House Rent Allowance	5,000
Conveyance Allowance	2,000
Medical Allowance	1,000
Special Allowance	2,500
Total Monthly Salary	20,500
Total Annual Salary	2,46,000
<u>Retirals</u>	
Provident Fund (12 % of Annual Basic)	14,400
Gratuity (One Month Basic)	10,000
TOTAL GROSS CTC	2,70,400

Note: ESI deduction applicable as per rule.

Privilege Leave : 30 days per calendar year



(Manoj Kumar Gupta)
HR Manager - India

Date: 10th June, 2021



DT: 26.07.2021

To,
Mr. Deb Banerjee
B/53, Tirtha Bharati,
P.O. Sodepur,
Kolkata - 700042

Dear Deb,

Sub: Your Appointment letter

Welcome to the Heatworks Family! It is indeed our great pleasure to have your association with us as **Business Development Manager**. You will be reporting to Mrs. Zinnia Mitra Bose (Chief Marketing). Your appointment terms and conditions are listed below.

1. Date of joining

1.1 You are requested to join us on or before 01st August 2021.

2. Remuneration and Taxes

2.1 Your Total Cost to Company (TCTC) shall be as per Annexure – I and may be subject to change from time to time by the company either due to change in company policies, practices or statutory amendments.

2.2 You will be also offered performance-based incentive and the amount will be solely decided by the management at due course of time.

2.3 You shall be responsible for paying all taxes i.e. Income tax, direct or indirect taxes, State or local taxes, whether payable in India or elsewhere, which may result from the remuneration.

3. Posting

3.1 Your place of posting shall be at Pune, Maharashtra. However, you can be transferred to anywhere in India as the job demands and it will be the sole discretion of management.

4. General association obligation

4.1 During your association with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or association similar in nature of Heatworks, without prior written consent and devote your whole time and attention.

4.2 You will be responsible for the safe custody of all documents, manuals and kits and other property belonging to the company that may be entrusted to and or placed in your possession by virtue of and / or during the course of your association with the company.

HEATWORKS PVT LTD.

Factory & Works:

Plot #1185 & 1186, Mouza Bhatia,
Ward #4, Thana #127, Adityapur,
Seraikela, Kharswan
Jamshedpur – 831013, Jharkand, India
| GST #20AAECH0604E1Z1

Registered Office:

Flat 3E, Daffodil La Bella,
AS 130, Rajarhat Road
Kolkata – 700157,
West Bengal, India
| GST #19AAECH0604E1Z1
CIN: U74999WB2017PTC218950



CHAMPION CERAMICS PVT. LTD.

(AN ISO 9001:2015 CERTIFIED COMPANY)

Industrial Area, Korba Road, P.O. CHAMPA - 495 671 Dist. Janjgir-Champa (C.G.)

Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



CCPL/HR/Offer/110

Date:- 07.07.2021

Mr Produmen Singh
S/O Satrudhan Singh
Vidyasagar Pally,
P.O+Vill:- Podrah,P.S:- Sankrail,
Dist:- Howrah
Pin code:- 711109
Mob:- +918910852835

Sub : Offer letter

Dear Mr Produmen Singh,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you position as "Executive (Marketing and Production)" in our company as per demand of time.


Your date of joining will be on or before 01/08/2021. You are offered total CTC amount of Rs. (Rs. 264000/- (Two lakh Sixty Four Thousand only) per annum.

Please submit self attested photocopies of all the documents e.g. education qualifications certificate, experience certificate, latest salary slips, ration card, passport, voting card, PAN Card, four photographs, Medical Certificate, and reliving letter from last employer. This offer will be valid till 15 days from the date issued.

Your initial place of posting will be at our Champa, Duty time: 08.30 am to 07.00 pm and later you may be posted in any part of India as per requirement of the company.

Yours truly

For, Champion Ceramics Pvt. Ltd.,


Auth Sign 08/07/2021



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Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



JAS-ANZ



Accr. No.
M3111204IN

	TOTAL COST TO COMPANY	MONTHLY	ANNUALY	
	TOTAL CTC	INR 22000	INR 264000	
A	EARNINGS	Amount (Rs.)	DEDUCTIONS	Amount (Rs.)
1	Basic Pay	6600	Provident Fund	1650
2	Conveyance	1600	ESIC Contribution	264
3	HRA	1980		
4	Medical Reimbursement	1500		
5	Food Allowance	1500		
6	Statutory Bonus	550		
7	Work Allowance	6270	Total Deduction	1914
8	Leave	2000		
9	Gross Pay	22000	Net Payment	20086

**

WORKING HOURS MON TO SAT- 8:30 AM-7:00 PM, SUN - 8:30 AM TO 01:00 HR

SITE ROOM RENT COMPANY SCOPE

FOR PROJECT SITE: -COOK AND GAS CYLINDER COMPANY SCOPE. GROCERY IN YOUR SCOPE.

TO & FRO CONVEYANCE ROOM TO PROJECT SITE WILL BE IN COMPANY SCOPE.

Ref.: HR(S)/61/2021/162

August 30, 2021

Mr. Pushpak DAS,

22/2, Baishnab Para 1st Bye Lane, Howrah, West Bengal - 711101

Dear Mr. Pushpak DAS,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Graduate Engineer Trainee with annual compensation of INR 6,32,513/- (Rupees Six Lakhs Thirty Two Thousand Five Hundred Thirteen Only) in our organization. You will be on a training period for one year followed by probation of six months from the date of your joining. The enclosed sheet provides the details of your compensation.

You may be posted to work in any of our Divisions, Departments, Offices or Works managed by this Company, or any of its subsidiaries etc. You will currently operate from Katni and report to Industrial Operation Director, South West Asia. The detailed letter of appointment will be issued to you on your reporting to duty at our Katni Plant, "Calderys India Refractories Ltd.", Katni Refractory Works, PO-Katni, C.F., Dist-Katni, Madhya Pradesh - 483504. Your date of joining will be 13 September 2021.

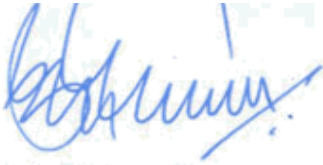
Kindly note, this offer is valid for a period of one day for your acceptance, from the date of issue. If we do not receive your formal acceptance within one day it stands revoked automatically.

The offer is subject to the clearance of Employee background verification in line with the Company process.

All appointments in this organization are subject to the selected candidate being medically fit for employment. We are enclosing our medical report form, which may please be returned to us duly completed by any registered (MBBS) medical practitioner within a week's time.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

Yours faithfully,
For Calderys India Refractories Ltd



Ish Mohan Garg
India Chairman & South West Asia Vice President – HTS
Imerys

Encl:

Compensation Sheet, Medical Report Form

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on _____

Signature

Ref.: HR(S)/61/2021/24

February 18, 2021

Mr. Soumyajit PODDER

589, R.B. Avenue (Bye lane), Lichu Bagan, P.O. & P.S. Bhadreswar, Hooghly, Kolkata - 712124

Dear Mr. Soumyajit PODDER,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Graduate Engineer Trainee with annual compensation of INR 6,32,509/- (Rupees Six Lakhs Thirty Two Thousand Five Hundred Nine Only) in our organization. You will be on a training period for one year followed by probation of six months from the date of your joining. The enclosed sheet provides the details of your compensation.

You may be posted to work in any of our Divisions, Departments, Offices or Works managed by this Company, or any of its subsidiaries etc. You will currently operate from Katni and report to Industrial Operation Director, South West Asia. The detailed letter of appointment will be issued to you on your reporting to duty at our Katni Plant, "Calderys India Refractories Ltd.", Katni Refractory Works, PO-Katni, C.F., Dist-Katni, Madhya Pradesh - 483504. Your date of joining will be 01 July 2021.

Kindly note, this offer is valid for a period of one day for your acceptance, from the date of issue. If we do not receive your formal acceptance within two days it stands revoked automatically.

The offer is subject to the clearance of Employee background verification in line with the Company process.

All appointments in this organization are subject to the selected candidate being medically fit for employment. We are enclosing our medical report form, which may please be returned to us duly completed by any registered (MBBS) medical practitioner within a week's time.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

Yours faithfully,
For Calderys India Refractories Ltd



Ish Mohan Garg
India Chairman & South West Asia Vice President – HTS
Imerys

Encl:

Compensation Sheet, Medical Report Form

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on _____

Signature

Calderys India Refractories Ltd.

"Fidvi Tower", 6th Floor, Opp. Saraf Chambers, Mount Road, Sadar, Nagpur-44 001, Maharashtra (INDIA)

Tel : +91 -712-2528506 | +91-712-2811600 E-mail : info.india@calderys.com Web: www.calderys.co.in

Regd. Office : Katni Refractory Works, P.O.Katni, C.F.483 504, District-Katni (M.P.)

CIN No. UO2692MP2005PLC017865



CHAMPION CERAMICS PVT. LTD.

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Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



Date:- 09.11.2021

CCPL/HR/Offer/49

Mr Raihan Gazi
Itinda Road, Beltala-1,
Basirhat, North 24 Parganas,
West Bengal - 743411
Mob:- +918617659882
Email Id:- raihangazi57@gmail.com

Sub : Offer letter

Dear Mr Raihan Gazi,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you position as "Executive (Marketing and Production)" in our company as per demand of time.

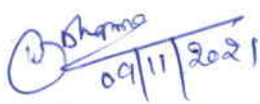
Your date of joining will be on or before 22/11/2021. You are offered total CTC amount of Rs. (Rs. 264000/- (Two lakh Sixty Four Thousand only) per annum.

Please submit self attested photocopies of all the documents e.g. education qualifications certificate, experience certificate, latest salary slips, ration card, passport, voting card, PAN Card, four photographs, Medical Certificate, and reliving letter from last employer. This offer will be valid till 15 days from the date issued.

Your initial place of posting will be at our Champa, Duty time: 08.30 am to 07.00 pm and later you may be posted in any part of India as per requirement of the company.

Yours truly

For, Champion Ceramics Pvt. Ltd.,


Auth Sign



CHAMPION CERAMICS PVT. LTD.

(AN ISO 9001:2015 CERTIFIED COMPANY)

Industrial Area, Korba Road, P.O. CHAMPA - 495 671 Dist. Janjgir-Champa (C.G.)

Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



JAS-ANZ



Accr. No.
M3111204IN

	TOTAL COST TO COMPANY	MONTHLY	ANNUALY	
	TOTAL CTC	INR 22000	INR 264000	
A	EARNINGS	Amount (Rs.)	DEDUCTIONS	Amount (Rs.)
1	Basic Pay	6600	Provident Fund	1650
2	Conveyance	1600	ESIC Contribution	264
3	HRA	1980		
4	Medical Reimbursement	1500		
5	Food Allowance	1500		
6	Statutory Bonus	550		
7	Work Allowance	6270	Total Deduction	1914
8	Leave	2000		
9	Gross Pay	22000	Net Payment	20086

** WORKING HOURS MON TO SAT- 8:30 AM-7:00 PM, SUN - 8:30 AM TO 01:00 HR
 SITE ROOM RENT COMPANY SCOPE
 FOR PROJECT SITE: -COOK AND GAS CYLINDER COMPANY SCOPE. GROCERY IN YOUR SCOPE.
 TO & FRO CONVEYANCE ROOM TO PROJECT SITE WILL BE IN COMPANY SCOPE.

Date : 01ST July -2021
Ref. : HRJ/SB/OL/HM/2021

To,
Mr. Raktim Bhattacharjee
Parkview (Near Pioneer ParkGrd)
Barasat – West Bengal
Kolkotta-700124

Contents of this letter are
STRICTLY CONFIDENTIAL
and should not be divulged to
anyone

SUB: LETTER OF INTENT

Dear Mr.**Raktim**,

Based on your application and subsequent interview you had with us we are pleased to offer you the position of **‘Management Trainee –Research & Development.-IPNR. You will be located at Dewas Plant.**

1. You will undergo training for 1 (ONE) year.
2. The details of your compensation have been attached as in **Annexure A.**
3. You will also be eligible for Travelling Allowance / Daily Allowance as applicable to your grade.
4. You are entitled for 8 days casual leave & 7 days of sick leave during the period of your training.
5. A detailed copy of the letter of Appointment will be shared with you at the time of you joining the company.
6. You are requested to submit your documents as given in **Annexure B**, at the time of joining. This offer is subject to your documents submitted at our end being found in order.
7. This offer is being shared with you subject to you being declared medically fit by our authorized doctors. Please refer to **Annexure C.**
8. Enclosed is an Authorization Letter for background screening which may be carried out after you join our company. Please refer to **Annexure D.**
9. You will be appraised after One year and also at the end of your training period. Based on your performance, should it be found satisfactory, you will be absorbed as Assistant Manager – in JM1 grade.
10. You shall not, except as authorized in writing or as required strictly for the performance of your duties, reveal to any person, firm, media, concern or any other party any of the trade secrets, work related processes, confidential information, dealings, operations or any other details concerning the company’s business, organization, finances, transactions or any other affairs or matters of the company or any its subsidiaries, affiliated concerns, related companies or relating to any of its customers / consumers and shall keep in complete secrecy all such matters. You hereby agree to strictly comply with these conditions even after your separation from the Company for any reason whatsoever.

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

Corporate Office: 7th Floor, Windsor, C.S.T. Road, Kalina, Santacruz (E), Mumbai - 400 098, India.

T: +91-22-4064 7300 / 2654 7300

Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

11. You shall devote the whole of your work time, attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside employment you may hold as at the date of your employment. You shall not be permitted to take up outside employment for remuneration or otherwise without the prior written approval of the Company. If, during the term of your employment, you undertake such outside employment without prior approval, you will be liable to immediate dismissal.
12. You will be responsible for the safe custody of all company's material, documents, literature, goods, and records, movable and immovable property that may be issued to you or come to your possession during the course of your employment. In case of any damage or loss to the same, the company shall have the absolute right to make good the same from your compensation or dues or any of your personal belongings.
13. You represent or agree that, you have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations.
14. During this training period, you may be located at any part of India and you shall be liable to be transferred to any of the locations / departments / workplaces / plant of the company or its associates, subsidiaries, or group companies anywhere in India. You will observe the duty hours prevailing in the location/department/workplace where you are so transferred or deputed to work, from time to time.
15. During this training period, your services can be terminated by either side, giving other side one month's notice in writing, or payment of one month's salary in lieu thereof.

This Offer Letter is being issued to you with the advice to join latest by **15th October 2021**.

Kindly sign the copy of this letter as a token of acceptance.

Thanking you,

Yours faithfully,

For **Prism Johnson Limited**
H & R Johnson (India) Division



Sandeep Banerjee
Head – Human Resources

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

Corporate Office: 7th Floor, Windsor, C.S.T. Road, Kalina, Santacruz (E), Mumbai - 400 098, India.

T: +91-22-4064 7300 / 2654 7300

Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE A

NAME : MR.RAKTIM BHATTACHARJEE
DESIGNATION : MANAGEMENT TRAINEE – R&D-IPNR
GRADE : JM1
LOCATION : DEWAS

SALARY DETAILS	ON JOINING	ON CONFIRMATION
A) Basic Pay + Other Allowances	Amt. (Rs.)	Amt. (Rs.)
Stipend	39,266	-
Basic		15,000
H. R. A.		6,000
Education Allowance		1,500
Medical Allowance		2,500
Conveyance Allowance		1,600
Efficiency Allowance		4,000
Professional Attire		1,500
Special Allowance		11,728
Total of (A)	39,266	44,828
B) Retirement + Annual Benefits		
Company's Contribution to P.F.	1,800	1,800
L.T.A.*		1,250
Gratuity @ 4.81% as per Gratuity Act	601	722
Bonus		1,400
Total of (B)	2,401	5,172
Total of (A) + (B) per month	41,667	50,000
Total of (A) + (B) per annum	5,00,004	6,00,000

Note:

- *LTA is payable annually after confirmation.

In addition : you will be covered upto a limit of -
 Health Insurance (hospital coverage) for self and Family – 5.0 Lacs
 Group Term Life Insurance – 8.0 Lacs
 Group Personal Accident Policy – 15.0 Lacs
 Group Critical Illness Policy – 4.0 Lacs

For **Prism Johnson Limited**
 H & R Johnson (India) Division

Date : 01ST July -2021
 Ref. : HRJ/SB/OL/HM/2021



Sandeep Banerjee
 Head – Human Resources

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

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Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE B

Dear Raktim ,

You are required to submit the following documents at the time of joining our organization, i.e. on or before **15-October 2021**

1. Medical Fitness Certificate along with the Medical Reports.
2. Relieving Letter from the previous organization worked.
3. Photocopies of Experience Letter from all the previous organization worked along with originals.
4. Pan Card Photocopy. **In case you do not have one, please apply immediately and give us the number at the time of joining.**
5. Aadhar Card Photocopy
6. Photocopies of Educational Certificates (S.S.C., H.S.C., Graduation, Post-Graduation, and any Professional Courses) along with original certificates.
7. Salary Certificate giving tax deducted in the current financial year from your present employer.
8. Age Proof (Birth Certificate/School Leaving Certificate/Driving License etc.)
9. Passport size Photos – 4. (white background)

*** Please note that in absence of the above mentioned documents your hiring formalities would not be completed resulting in salary being not processed.**

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

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T: +91-22-4064 7300 / 2654 7300

Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE C

Dear Raktim,

We have a tie-up with **Apollo Hospitals & Apollo Health Clinics** & you are advised to undergo the following Pre-employment medical tests, by sending an email at corporate@apolloclinic.com in the following format: (Excel Sheet Attached for Location Details)

Date of Check-up	Name of the Candidate	Type of Package	Location for Medical Check-Up	Name of The Clinic	Company Name	Email ID of the Candidate
		H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820			H & R JOHNSON INDIA	

Packages for Pre-employment medical tests for PAN India:

PACKAGE 1: H & R JOHNSON INDIA - PMC 36Y & ABOVE - PAN INDIA - FY1820

FOR 36 YEARS & ABOVE AGE: COST= Rs. 2000/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 2000/- on submission of necessary bills, on joining.

- | | |
|---|--|
| 1. ALT(SGPT) - Serum / Plasma | 8. Blood Grouping And Rh Typing (Abo And Rh) |
| 2. AST (SGOT) - Serum | 9. Cardiac Stress Test- (TMT) |
| 3. Bilirubin Serum – Total/Direct/Indirect | 10. ECG |
| 4. Cholesterol - Serum / Plasma | 11. Basic Ophthal Checkup |
| 5. Creatinine - Serum / Plasma | 12. Package General Consultation |
| 6. Glucose – Serum / Plasma (Blood Sugar – FF & PP) | 13. Hemogram |
| 7. Glycosylated Hemoglobin (HbA1C) - Whole Blood | 14. Urine Routine (CUE) |
| | 15. Stool Routine |
| | 16. X-Ray Chest PA |

PACKAGE 2: H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820

FOR BELOW 35 YEARS OF AGE: Cost = Rs.1050/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 1050/- on submission of necessary bills, on joining.

- | | |
|---|---------------------------------|
| 1. Cholesterol - Serum / Plasma | 6. Basic Ophthal Checkup |
| 2. Creatinine - Serum / Plasma | 7. Package General Consultation |
| 3. Glucose – Serum / Plasma (Blood Sugar – FF & PP) | 8. Hemogram |
| 4. Blood Grouping And Rh Typing (Abo And Rh) | 9. Urine Routine (CUE) |
| 5. ECG | 10. Stool Routine |
| | 11. X-Ray Chest PA |

In the event you undergo a Pre-employment Medical Checkup **from other than Apollo Hospitals or Apollo Health Clinics**, you need to do the above tests as per your age & will be reimbursed to the maximum of **Rs. 1800/-**.

***IT IS MANDATORY TO SUBMIT THE MEDICAL FITNESS CERTIFICATE ALONG WITH THE MEDICAL REPORT.**

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

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W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE D

AUTHORIZATION LETTER

To Whomsoever It May Concern

I hereby authorize **PRISM JOHNSON LIMITED** to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational/Professional Credentials and my Criminal/Address background check.

The outside Background Screening Agency may obtain appropriate information from different sources as per the details mentioned in my application form submitted to my Employer, which includes Employment history from my current/previous employer, Educational / Professional Credentials to be checked from school / College / University Autonomous Institute and my Criminal/Address background check from Civil / Credit violations records.

The outside Background Screening Agency reserve the rights to obtain appropriate information from any individual, corporation or any confidential information deemed necessary to check my credentials and furnish the same to my employer.

I unconditionally release all concerned parties from all liabilities that might arise as a result of my background verification check and also do not hold responsible, any individual, corporation or private and public entity as a consequence of this check.

I also authorize release of this information in original, fax or photocopy form as deemed necessary and authenticate the validity of the same.

Name of the Candidate : **MR RAKTIM BHATTACHARJEE**

Signature of the Candidate : _____

Date : _____

Employer Seal : _____

PRISM JOHNSON LIMITED

H & R Johnson (India) Division

Corporate Office: 7th Floor, Windsor, C.S.T. Road, Kalina, Santacruz (E), Mumbai - 400 098, India.

T: +91-22-4064 7300 / 2654 7300

Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjohnsonindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

Ref.: HR(S)/61/2021/22

February 18, 2021

Mr. Rishi MUKHERJEE

4/11 A, Nivedita Road, Kolkata - 700078

Dear Mr. Rishi MUKHERJEE,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Graduate Engineer Trainee with annual compensation of INR 6,32,509/- (Rupees Six Lakhs Thirty Two Thousand Five Hundred Nine Only) in our organization. You will be on a training period for one year followed by probation of six months from the date of your joining. The enclosed sheet provides the details of your compensation.

You may be posted to work in any of our Divisions, Departments, Offices or Works managed by this Company, or any of its subsidiaries etc. You will currently operate from Katni and report to Industrial Operation Director, South West Asia. The detailed letter of appointment will be issued to you on your reporting to duty at our Katni Plant, "Calderys India Refractories Ltd.", Katni Refractory Works, PO-Katni, C.F., Dist-Katni, Madhya Pradesh - 483504. Your date of joining will be 01 July 2021.

Kindly note, this offer is valid for a period of one day for your acceptance, from the date of issue. If we do not receive your formal acceptance within two days it stands revoked automatically.

The offer is subject to the clearance of Employee background verification in line with the Company process.

All appointments in this organization are subject to the selected candidate being medically fit for employment. We are enclosing our medical report form, which may please be returned to us duly completed by any registered (MBBS) medical practitioner within a week's time.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

Yours faithfully,
For Calderys India Refractories Ltd



Ish Mohan Garg
India Chairman & South West Asia Vice President – HTS
Imerys

Encl:

Compensation Sheet, Medical Report Form

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on _____

Signature

Calderys India Refractories Ltd.

"Fidvi Tower", 6th Floor, Opp. Saraf Chambers, Mount Road, Sadar, Nagpur-44 001, Maharashtra (INDIA)

Tel : +91 -712-2528506 | +91-712-2811600 E-mail : info.india@calderys.com Web: www.calderys.co.in

Regd. Office : Katni Refractory Works, P.O.Katni, C.F.483 504, District-Katni (M.P.)

CIN No. UO2692MP2005PLC017865



VESUVIUS

MS. SANJANA CHATTERJEE
F-21 Garia, Sreenagar
Kolkata- 700094

Our Ref. HRD/AC/21/0263
Date : 30-Jul-2021

Subject- Offer Letter

Dear Ms. Sanjana,

This is with reference to the recent discussions we had with you, we are pleased to extend an offer for Traineeship with Vesuvius India Ltd., on the following terms and conditions.

Designation - Graduate Engineer Trainee
Date of Joining - 1st August 2021

As GET you will undergo a training period of one year from your date of joining the organization, after which you will be absorbed in permanent rolls of the company based on your performance and business requirement.

Your salary details are as per Annexure I.

You are requested to submit the following documents at the time of your joining:

- Five passport size photographs
- All relevant education certificates (High School Onwards)
- Relieving and salary certificate from the previous employer
- Experience Certificates
- Copy of PAN & Aadhar Card

If on verification, at the time of appointment or at a later date it is found that you have furnished wrong information, in such cases your services with the company will be liable to termination.

A regular appointment letter will be issued to you, on your joining the services of the Company.

Please sign the duplicate copy as a token of receipt and acceptance.

Looking forward to welcoming you and seeing yourself as a team member of Vesuvius India Ltd.

Thanking you,
Yours Sincerely
For **VESUVIUS INDIA LTD.**

RAJEEV CHALANA
HR Director Flow Control
and Adv. Refr. South Asia



To : Ms. Sanjana Chatterjee
Our Ref. : HRD/AC/21/0263
Date : 30-Jul-2021

Annexure I

All figures are given in INR

Description	Monthly Component	Yearly Component
Basic	18,200	2,18,400
House Rent Allowance	16,800	2,01,600
Gross Total (A)	35,000	4,20,000
Contribution to Superannuation Fund	2,730	32,760
Contribution to Provident Fund	2,366	28,392
Contribution to Gratuity Fund	1,092	13,104
Insurance Premium	500	6,000
Total (B)	6,688	80,256
Conveyance (C)	2,500	30,000
Incentive Target (D)	3,500	42,000
Total CTC (A+B+C+D)	47,688	5,72,256

- All present and future taxes related to your employment will be borne by you.
- Your above-mentioned compensation plan/structure is subject to changes, made by the Company in its overall compensation scheme, from time to time.
- Incentive Target is payable under the respective schemes for the relevant Calendar years.

RAJEEV CHALANA
HR Director Flow Control
and Adv. Refr. South Asia

Annexure II

Guidelines on Compensation and Benefits

- i) **Incentive Target:** This is the annual Incentive target @ 100% level to be paid at the beginning of the subsequent year. If an employee is covered under the Payment of Bonus Act, then the statutory bonus payable to the employee in the following year of the accounting year will be set off against the Incentive payment and will be paid as Bonus. Any balance amount of incentive as per this letter will be paid as Incentive.
- ii) **Company's contribution to Provident Fund:** This is 13.00% of Basic salary. Out of these, 8.33% is contributed to Employees' pension Scheme up to a maximum of Rs.1250/-, 3.67% and the balance amount of 8.33% is contributed to Employees' Provident Fund and the remaining 1.00% contributes to certain Administrative charges.
- iii) **Company's contribution to Superannuation Fund:** This is the yearly amount of the monthly contribution made to the Superannuation Fund maintained with LIC of India. Instead of contributing the same to LIC of India, the same amount can be obtained as cash payout through salary as another taxable salary component.
- iv) **Company's Contribution to Gratuity Fund:** This is as per the average contribution made to the Gratuity Fund maintained with insurance authorities. As on date, the total premium is around 6% of the yearly Basic salary.
- v) **Insurance premium:** This includes the following:
 - (a) Company's Contribution to premium for Hospitalisation Insurance for you, your spouse and children up to the age of 25 years. (Max.2)
 - (b) Company's Contribution to Premium for Group Personal Accident Insurance for self.
 - (c) Company's Contribution to Group Insurance Policy related to Death Benefit and Accidental Permanent Disability amounting to Rs.30,00,000/- (Thirty Lakhs only)
- vi) **Conveyance:** This includes the value of expenses incurred for commuting between your residence and your workplace.



RAJEEV CHALANA
HR Director Flow Control
and Adv. Refr. South Asia



Offer Letter

2 messages

Sourabh Jain <hrd@vishakha.com>
To: baruipursouvik123@gmail.com
Cc: Rituparna Sir <rsen63@gmail.com>

Mon, 21 Jun 2021 at 13:40

Dear Mr. Souvik Karmakar,

Greetings from Vishakha!!

We are pleased to offer you the position of GET in Viahskha Renewables Pvt. Ltd. Mundra, and you are advised to join on 02nd August,2021.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice or assigning any reason thereof.

You are required to send us your acceptance within 24 hours of receiving the offer via email or signing a duplicate copy of this letter whichever applicable. In the situation where we don't receive your acceptance within 24 hours, the offer will automatically get revoked.

Please note that this employment offer is subjected to :-

1. You're being found medically fit and you have to submit your Covid negative test report on your joining.
2. Photo copy submission of below mention documents and original for verification.
 - Original copy of Medical Certificate.
 - Degree / Provisional / Course completion Certificate of all College / University qualifications.
 - 4 passport size photographs
 - Pan Card Photocopy
 - Residential Proof

We wish to have a long and fruitful professional association with us.

With best regards

Sourabh Jain

Vishakha Group

Vishakha House, Ashirwad Paras Corporate House No 2, Corporate Road, Prahladnagar,

Ahmedabad - 380 015, Gujarat, India. P: +91-79-61907373 Cell: +91-9879607229

This message along with its attachments contains confidential, proprietary, privileged and/or private information. This information and/or communication is intended for the use of the recipient only and the communication is not to be used, read, copied or disseminated or disclosed to others. If you are not the intended recipient of this message, please notify the sender immediately, and delete the message and any attachments. Any unauthorized disclosure, reproduction, distribution or other use of this message or any attachments by an individual or entity other than the intended recipient is prohibited. The sender of this e-mail shall not be liable for any damage that you may sustain as a result of viruses, incompleteness of this message, a delay in receipt of this message or computer problems experienced.

Souvik Karmakar <baruipursouvik123@gmail.com>
To: Sourabh Jain <hrd@vishakha.com>
Cc: Rituparna Sir GCECT <rsem63@gmail.com>

Mon, 21 Jun 2021 at 14:46

Dear Sir,

Thankfully acknowledge the receipt of your offer letter, which you have sent me in the trailing mail. You can take this mail as my acceptance and please tell me about my posting location .

Thanks and Regards,
Souvik Karmakar
[Quoted text hidden]



CHAMPION CERAMICS PVT. LTD.

(AN ISO 9001:2015 CERTIFIED COMPANY)

Industrial Area, Korba Road, P.O. CHAMPA - 495 671 Dist. Janjgir-Champa (C.G.)

Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



CCPL/HR/Offer/111

Date:- 07.07.2021

Mr Subhamoy Bhattacharya
S/O Sudip Bhattacharya
223/1, Kadam Kanan,
P.O+P.S+Dist:- Jhargram
Pin code:- 721507
Mob:- +917908216488

Sub : Offer letter

Dear Mr Subhamoy Bhattacharya,

This is with reference to your application and the subsequent interview you had with us. We are pleased to offer you position as "Executive (Marketing and Production)" in our company as per demand of time.

Your date of joining will be on or before 01/08/2021. You are offered total CTC amount of Rs. (Rs. 264000/- (Two lakh Sixty Four Thousand only) per annum.

Please submit self attested photocopies of all the documents e.g. education qualifications certificate, experience certificate, latest salary slips, ration card, passport, voting card, PAN Card, four photographs, Medical Certificate, and relieving letter from last employer. This offer will be valid till 15 days from the date issued.

Your initial place of posting will be at our Champa, Duty time: 08.30 am to 07.00 pm and later you may be posted in any part of India as per requirement of the company.

Yours truly

For, Champion Ceramics Pvt. Ltd.,

Auth Sign

U. Sharma
08/07/2021



CHAMPION CERAMICS PVT. LTD.

(AN ISO 9001:2015 CERTIFIED COMPANY)

Industrial Area, Korba Road, P.O. CHAMPA - 495 671 Dist. Janjgir-Champa (C.G.)

Tel. : (O) 07819-245693, Tele Fax : 07819-245761

E-mail : championceramics@gmail.com, marketing.championceramics@gmail.com

Website : www.championceramics.com, CIN No :- U14109CT1987PTC003788



Accr. No.
M3111204IN

	TOTAL COST TO COMPANY	MONTHLY	ANNUALY	
	TOTAL CTC	INR 22000	INR 264000	
A	EARNINGS	Amount (Rs.)	DEDUCTIONS	Amount (Rs.)
1	Basic Pay	6600	Provident Fund	1650
2	Conveyance	1600	ESIC Contribution	264
3	HRA	1980		
4	Medical Reimbursement	1500		
5	Food Allowance	1500		
6	Statutory Bonus	550		
7	Work Allowance	6270	Total Deduction	1914
8	Leave	2000		
9	Gross Pay	22000	Net Payment	20086

** WORKING HOURS MON TO SAT- 8:30 AM-7:00 PM, SUN - 8:30 AM TO 01:00 HR
SITE ROOM RENT COMPANY SCOPE
FOR PROJECT SITE: -COOK AND GAS CYLINDER COMPANY SCOPE. GROCERY IN YOUR SCOPE.
TO & FRO CONVEYANCE ROOM TO PROJECT SITE WILL BE IN COMPANY SCOPE.



RHI MAGNESITA

RHI India Private Limited

12, Pretoria Street, 4th Floor

Aspirations Vintage

Kolkata - 700 071

Tel: +91 33 4018 1212

Fax: +91 33 40181200

Email: kolkata@rhimagnesia.com

www.rhimagnesia.com

RHI CIN No.

024119MH2007PTC171712

Offer Letter

June 14, 2021

Ms. Sumana Giri,
Raja Ram Mohan Nagar,
PO: Vidyasagar University, PS: Kotwali,
Paschim Medinipur, West Bengal-721102
Mobile: 07029811010

Dear Ms. Sumana Giri,

Further to your interview with Mr. Jyotirmoy Bhattacharjee, Mr. Thomas Mathew and Ms. Tamisra Mukherjee for your interest in joining RHI India Private Limited, we hereby confirm the intention to make our formal offer of employment as:

Designation : GET

Cost to Company (CTC) : As per SALARY ANNEXURE – I

Date of Joining : 2nd August 2021

Location : Kolkata, West Bengal (subject to change post training period)

Reporting : Mr. Jyotirmoy Bhattacharjee (will change post training period)



RHI MAGNESITA

RHI India Private Limited

12, Pretoria Street, 4th Floor

Aspirations Vintage

Kolkata - 700 071

Tel: +91 33 4018 1212

Fax: +91 33 40181200

Email: kolkata@rhimagnesita.com

www.rhimagnesita.com

RHI CIN No.

024119MH2007PTC171712

This letter of offer is designed to provide you with the comfort that a formal appointment letter for employment will be given to you on your joining RHI India. The Appointment Letter will govern the terms and conditions of your employment.

Kindly acknowledge copy of the offer as acceptance for joining RHI India.

Ms. Giri, if you have any queries regarding this offer letter of employment please contact

The Human Resource Department: (033) 40181209.

Yours faithfully,

RHI India Private Limited

Jyotirmoy Bhattacharjee
Director-Sales, India

Tamisra Mukherjee
Deputy General Manager-HR



RHI MAGNESITA

RHI India Private Limited

12, Pretoria Street, 4th Floor

Aspirations Vintage

Kolkata - 700 071

Tel: +91 33 4018 1212

Fax: +91 33 40181200

Email: kolkata@rhimagnesita.com

www.rhimagnesita.com

RHI CIN No.

024119MH2007PTC171712

Offer Letter

June 14, 2021

Mr. Suvadip Samanta

2D, Narmada-1, Brajanathchak,
Haldia Township, East Midnapore,
West Bengal-721605

Mobile: 09474407044/ 8348900362

Dear Mr. Suvadip Samanta,

Further to your interview with Mr. Jyotirmoy Bhattacharjee, Mr. Thomas Mathew and Ms. Tamisra Mukherjee for your interest in joining RHI India Private Limited, we hereby confirm the intention to make our formal offer of employment as:

Designation : GET

Cost to Company (CTC) : As per SALARY ANNEXURE – I

Date of Joining : 2nd August 2021

Location : Kolkata, West Bengal (subject to change post training period)

Reporting : Mr. Jyotirmoy Bhattacharjee (will change post training period)



RHI MAGNESITA

RHI India Private Limited

12, Pretoria Street, 4th Floor

Aspirations Vintage

Kolkata - 700 071

Tel: +91 33 4018 1212

Fax: +91 33 40181200

Email: kolkata@rhimagnesita.com

www.rhimagnesita.com

RHI CIN No.

024119MH2007PTC171712

This letter of offer is designed to provide you with the comfort that a formal appointment letter for employment will be given to you on your joining RHI India. The Appointment Letter will govern the terms and conditions of your employment.

Kindly acknowledge copy of the offer as acceptance for joining RHI India.

Mr. Samanta, if you have any queries regarding this offer letter of employment please contact

The Human Resource Department: (033) 40181209.

Yours faithfully,

RHI India Private Limited

Jyotirmoy Bhattacharjee
Director-Sales, India

Tamisra Mukherjee
Deputy General Manager-HR

07.07.2021

To,

Mr. Tanmay Biswas
C/o Govt. Collage of Engineering & Ceramic Technology,
Kolkata
West Bengal

Dear Mr. Tanmay Biswas,

With reference to your primary and final interview we are pleased to offer you a placement in our organization as Graduate Engineer Trainee (Refractory) as per detailed CTC below:

Head	Amount
Basic	13500
Allowances	12500
Total	26000
PF Employer	1620
House Accommodation Value	3000
Total	4620
Gratuity	649
Total	649
Grand Total Monthly	31269
Total Annual	375228

You are requested to join us within a period of 25 days starting from 20.07.2021 but before 15th August'2021

The detailed appointment letter will be issued after your joining to us. Other employment conditions are already detailed to you.

Please acknowledge and confirmed receipt of this communication.

Thanks & Regards

For Mahakoshal Refractories Pvt.Ltd.

V M Lothey
(Sr.G.M. HR&A)

I, Tanmay Biswas accept all mentioned terms and conditions

Tanmay Biswas



01-OCT-2021

Letter Of Appointment

To,
Ms. Tanisha Sarkar
TCS - Kolkata

Dear Ms. Tanisha,

Further to your acceptance of our offer letter vide TCSL/DT20196049811/- Kolkata dated 25-Aug-2021 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 01-OCT-2021 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 2089702.

Yours sincerely,
For TATA Consultancy Services Limited

GIRISH V NANDIMATH
Global Head – Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com

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



APPOINTMENT LETTER

September 24, 2021

Dear Alipta Basak,

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

3. Other Benefits:

You will also be eligible for:

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

4. Responsibilities:

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

5. Conflict of Interest:

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

6. Confidentiality:

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

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

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

7. Assignment of Intellectual Property

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

8. Non-Compete

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

9. General:

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

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

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

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

10. Training Agreement:

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

11. Notice Period & Termination:

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

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

12. Pre Joining Program (PJP):

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

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

Yours sincerely,
For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

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

I shall be reporting for duty on

ANNEXURE I**DECLARATION ON CONFLICT OF INTEREST**

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

Noted below are a few examples of conflict of interest:

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

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

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

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

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

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

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

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

ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

ANNEXURE III

SALARY OFFER SHEET

Name: Alipta Basak

Position: Project Engineer

Career Group: TRB - II

You shall receive salary as detailed below.

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

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

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

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

ANNEXURE - IV

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 – V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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 2021-22.

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 [Alipta Basak 9/24/2021 10:31 AM](#)

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

Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T :+91 (80) 2844 0011

F :+91 (80) 2844 0054

E :info@wipro.com

W :wipro.com

C :L32102KA1945PLC020800

[20937355](#)

Ref No. INYT/HRTA/188

Date:18.05.2021

Jayatu Biswas,

5no. Netaji road, Barrackpore, wireless para, Rabindrapally , Kolkata700122

Sub.: Offer Letter

Dear Jayatu Biswas,

This is with reference to your application and subsequent interview you had with us. We are pleased to make an offer to you for the role of **Management Trainee** in our **Tech** with Inyt Technologies Pvt. Ltd. based in Kolkata.

Details:

- 1. Annual CTC** : **Rs. 3,11,225**
- 2. OJT** : **6 months**
- 3. In Hand Pay/month without statutory deductions during OJT** : **Rs. 18,000**
- 4. Job Location: Kredent Tower,8th Floor, J - 1/14, Block - EP, Sector - V, Salt Lake City, Salt Lake Electronics Complex, Kolkata – 700091**
- 5. On completion of your 6 months OJT post joining, you will be appointed as full-time employee with annual CTC of 3,11,225/- for which you can refer to the Annexure shared below.**

Terms & Conditions:

1. This offer of employment is valid till **19.05.2021** and the agreed date of joining should be on or before **24.05.2021** (with prior information/approval from HR)
2. You are requested to communicate your acceptance of the same in writing, on or before the offer acceptance date, by signing and returning a copy of the offer letter or replying to the email sent to you.
3. In case you do not communicate your acceptance of the offer on the date mentioned above or do not join duties on the date informed to you, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the company in writing.
4. You will refrain from divulging in any manner, any information pertaining to the offer to any outside persons or organizations.
5. During OJT, in the event of termination of your services by the employer or resignation by you, either party will be required to give 30 days notice or salary in lieu of notice and either party is not bound to give reasons therefore.



INYT TECHNOLOGIES PRIVATE LIMITED

Corporate Office:

Kredent Tower, 8th floor, Plot No. J-1/14, EP & GP Block,
Sector-V, Bidhannagar, 24 Parganas (North), West Bengal-700091

Registered Office:

P889, Lake Town, BL-A, Kolkata, West Bengal-700089

6. Post OJT, in the event of termination of your services by the employer or resignation by you, either party will be required to give two months notice or salary in lieu of notice and either party is not bound to give reasons therefore.

Please refer to the Annexure for complete salary details. All other terms and conditions will be mentioned in detail in your Appointment Letter.

**Cordially,
For Inyt Technologies Pvt Ltd**



Authorized Signatory

HRD

I accept employment with the company on the terms and conditions set out in this letter.

Jayatu Biswas
Signature

You are advised to report to the Human Resources Department at the reporting location on the day of joining.

You are requested to hand over the following to the HR to facilitate the process:

- 1. Photocopy of Pan Card & Aadhar Card, three passport size photo**
- 2. All Mark sheets & Certificates – (10+12+Grad+Post Grad.)**
- 3. Bank Details(Cancelled cheque/1st Page of Passbook)**



Annexure		
Name	Jayatu Biswas	
Department	Tech	
Designation	Software Developer	
Particulars	Monthly (Rs.)	Yearly (Rs.)
Basic and Allowances		
Basic	11,000	132,000
HRA	5,500	66,000
LTA*	1,100	13,200
Conveyance	4,400	52,800
Special Allowance	0	0
Sub Total	22,000	264,000
Reimbursements		
Petrol Reimbursements*	0	0
Telephone & Internet Reimbursement*	0	0
Books and Periodicals Reimbursement*	0	0
Sub Total	0	0
Gross Total	22,000	264,000
Fixed Benefits		
Statutory Bonus**	0	0
Total Salary	22,000	264,000
Retirals		
Employer contribution to PF @ 13%	1,573	18,876
Employer contribution to ESI @ 3.25%	0	0
Gratuity		6,349
Sub Total	1,573	25,225
Total Fixed Components (A)	23,573	289,225
Performance Pay		
Performance Pay****	1,833	22,000
Total Variable Components (B)	1,833	22,000
Cost to company (A+B)		311,225
Statutory Deductions		
Employee PF @ 12%	1,452	17,424
Employee ESI @ 0.75%	0	0
Professional Tax	130	1,560
Total Deduction	1,582	18,984
Net Take Home***	22,251	

*Bills must be in the name of the employee

**Bonus will be payable as per statutory bonus act

***This is an indicative take home salary before taxes and other govt deductions

****Based on the performance of the company, team and individual



Approval

Acceptance

INYT TECHNOLOGIES PRIVATE LIMITED

Corporate Office:

Kredent Tower, 8th floor, Plot No. J-1/14, EP & GP Block,
Sector-V, Bidhannagar, 24 Parganas (North), West Bengal-700091

Registered Office:

P889, Lake Town, BL-A, Kolkata, West Bengal-700089

Annexure

Learning is a way of life at TCSL (Tata Consultancy Services Limited). The TCS Xperience On-Premise Program will open a world of opportunities and help you to scale greater heights in your professional life. The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

1. Documents

On the date of joining, you are compulsorily required to bring the following documents:

1.1 Academic Records

- a) Matriculation and Inter/Higher Secondary marksheets.
- b) All semester marksheets for post-graduation, graduation and diplomas, as applicable.
- c) Degree certificate/provisional certificate for post-graduation, graduation and diplomas.

1.2 Other Relevant Documents/Requirements

- a) Birth certificate issued by the concerned government authorities.

Note: The class X and/or XII marksheets or certificates from the hospital/community and nativity certificate will not suffice. In case you do not possess a birth certificate containing your name (in English), date of birth and place of birth, you are required to obtain an affidavit on a ₹100 stamp paper signed by a notary with these details. Since this is a temporary arrangement, you will be required to furnish the birth certificate before the completion of the Xperience training program.

- b) A valid passport. In case you do not have a passport on the date of joining, you need to at least submit the proof of having applied for a passport, that is, copy of the receipt from the Passport office.
- c) Offer letter and Joining letter.
- d) Date of birth details of the person you have nominated for Gratuity, Superannuation, Provident Fund and Health Insurance Scheme.
- e) Permanent Account Number (PAN) Card.

- f) Medical Certificate.
- g) Aadhar Card

Note:

- The originals of these documents need to be produced on the joining day by the freshers at the training centers. The original documents stated above will be returned to you after scrutiny.
- You should have completed all course formalities, including project work and viva from your respective institute before you report for joining at the training centers.
- No leave is permissible during Xperience training program.

1.3 Service Agreement

Please download the service agreement by clicking on '**Download Service Agreement for `100 Stamp Paper/ `50 Stamp Paper`**' link on TCS NextStep>>ILP Corner>>First Day at TCS>> Joining Formalities.

Note: Print the service agreement as given without any changes. **Do not delete or rearrange** the clauses. In the last page of Service Agreement, please ensure that the surety signature is present adjacent to the statement "As a token of his/her consent, he/she has signed this agreement as Surety". Only one Surety is required to complete the formalities in your Service Agreement. The Service Agreement needs to be duly completed, bearing your Surety's signature on the bottom part of all pages and at the designated places on the last page. A Surety can be a person who is an income tax payee.

- a) Please type the first page of the Service Agreement on a `100 stamp paper and attach the same to the remaining pages of the service agreement as given.
- b) **If ` 100 stamp paper is not available**, use two `50 stamp papers. Type the first two pages of the Service Agreement on a `50 stamp paper and attach the same to the remaining pages of the service agreement as given.
- c) The stamp paper should be purchased in your name.
- d) In case the Stamp Paper of the above-mentioned denominations are not available,
Franking the service agreement on a non-judicial stamp is

allowed.

E-Stamping of the Service Agreement is allowed if it is available for non-judicial stamp.

- e) The Service Agreement needs to be duly completed, bearing your Surety's signature on all pages (i.e. at the bottom of the pages) and at the designated places on the last page. A surety can be a person who is an Income Tax payee.
- f) At the beginning of your agreement, the agreement made date should be mentioned as your Xperience program start date. In the second page, duration of your training should be mentioned as 'Twelve months' and minimum period of service should be mentioned as 'One year'.
- g) You are required to produce the following documents of Surety's as an annexure to the Service Agreement. Only attested copies would be accepted.
- h) Photocopy of Pan Card along with IT Returns/Saral /Form 2D/ Form 16/ Form 12B.

1.4 Surety Verification

Surety Verification form (on the last page of the Service Agreement) must be completed by your Surety, attested by a competent authority, and submitted along with your Service Agreement. You may get the completed form attested by any one of the following officials:

- a) Manager of a nationalised bank where the Surety holds an account.
- b) District collector of the district in which the Surety resides.
- c) Gazetted officer.
- d) Tehsildar of the village in which the Surety resides.
- e) Employer of the Surety, if the Surety is an income tax payee. In this case, attach a photocopy of Form 16, which has been issued to the Surety and signed by the Employer.

Alternatively, (instead of the Surety Verification Form) you may attach an attested photocopy of the Surety's valid passport, to the Service Agreement.

Note: Ensure that the signatures of the Surety affixed on the Service Agreement, Surety Verification form, Passport and other supporting documents (IT returns/PAN card) match.

The submission of these documents and your fulfilment of all requirements stated therein are absolute pre-requisites on joining TCSL, as well as to continued services in the company thereafter.

1.5 Affidavit/Notarized Undertaking

Please download the format by clicking on “**Download Affidavit/Notarized Undertaking**” link on TCS NextStep>>ILP Corner>>First Day at TCS>> Joining Formalities.

The detailed undertaking mentioning the below points is required to be printed on a ₹100 stamp paper and needs to be notarized.

- **There is no criminal offense registered / pending against you.**
- **There is no disciplinary case pending against you in the university.**
- **If you were employed, a formal release letter from your previous employer.**

1.6 Medical Certificate

Please download the Medical Certificate format by clicking on ‘**Download Medical Certificate**’ link on TCS NextStep>> ILP Corner>> First Day at TCS>>Joining Formalities. You need to get the medical certificate (in the format prescribed by TCSL) verified by a registered medical practitioner with minimum qualification as M.B.B.S and submit the certificate to the induction team at the time of your joining.

1.7 Background Check Verification

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.

You will be required to initiate the Background Check (BGC) online, immediately after acceptance of the joining letter to enable verification as per the policy. To initiate your BGC click on ‘Initiate Background Check’ button to fill up the Background Check form and upload scanned copies of necessary documents.

Your Traineeship Job Offer is subject to successful completion of Background Verification.

Please upload the list of required documents for BGC by clicking on TCS NextStep>> Background Check >> Fill BGC Form.

1.8 Onboarding Forms

You are required to mandatorily fill and submit the Onboarding Forms before your joining date to smoothen your Onboarding process, failing which your joining formalities will not be completed. These forms are required to be filled as per statutory compliance norms.

Onboarding forms consists of five forms:

1. Provident Fund (PF)/ Pension Scheme Nomination form (Form 2 – Part A and Part B)
2. Gratuity Form (GF)
3. Superannuation Form (SF) - only to eligible employees
4. Declaration Form (Form 9)
5. Group Life Insurance (GLI)

Immediately after acceptance of the Joining Letter the **Onboarding** tab would be enabled on the left menu bar. You have to fill-in all the Onboarding forms online and declare your nominee(s) for the above-mentioned forms. Once filled, take a print out of these forms.

Submit a **Printed copy** of the completed Onboarding forms on the day of Joining. Please read the Instructions carefully and refer to FAQs and sample forms against each form, to avoid any confusion.

Please ensure to complete all the Onboarding Forms by clicking on TCS NextStep (<https://nextstep.tcs.com/campus>)>> **Onboarding**

2. National Skills Registry

We request you to complete the registration and bio-metric process of NSR before joining. (please visit site www.nationalskillsregistry.com). If, under certain circumstances you are not able to complete the bio-metric, request you to visit the POS nearest to your training center and complete it before you report on the given DOJ. We do not have any POS arrangements in our training center.

3. Acceptance of Joining

We would like you to confirm your acceptance of joining a batch by clicking on the 'I Accept' button online in TCS next step portal. In the event of us not receiving an update, TCSL reserves

the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the TCSL offer will stand automatically terminated at the discretion of TCSL.

4. Dress Code

We follow a formal dress code on all business occasions but allow business casuals for Friday and Saturday. Gents may wear full sleeved formal shirts, trousers, tie and black leather shoes. Ladies may wear salwar kameez, formal trouser and top or Sari. The detailed TCSL dress code policy is available on NextStep for your reference

5. Contact Us

For further queries with respect to the document submission/other clarifications, you may write to us at xplore.support@tcs.com or call us at 18005723858 from Monday to Friday (10.00 AM to 6.00 PM)

You are strongly advised not to rely on un-official communications/sources (social media such as Facebook, whatsapp etc) for clearing your queries on joining or documentation. For any related queries, we request you to contact us.

HRD/3T/1002409250/21-22

September 13, 2021

Mr. Sharadindu Chakraborty

Vill:- Haldarpara,Ramchandrapur;P.O-Sankrail;

P.S:-Sankrail;Dist:-Howrah;P.I.N:-711313

Howrah-711312

India

Ph: +91-7003536442

Dear Sharadindu,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO

EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.09.13 15:57:10 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/1002409250/21-22

September 13, 2021

Mr. Sharadindu Chakraborty
Vill:- Haldarpara,Ramchandrapur;P.O-Sankrail;
P.S:-Sankrail;Dist:-Howrah;P.I.N:-711313
Howrah-711312
India

Ph: +91-7003536442

Dear Sharadindu,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **23-Sep-2021**.

Location

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

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

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

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

Agreement

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

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

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

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

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

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

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

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

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

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

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

ANNEXURE - I
(Compensation during the Training)

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

ANNEXURE - II
(Compensation post Unit allocation)

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

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

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

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

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

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

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



Ref: TCSL/DT20195975810/1435204/Kolkata
Date: 15 June 2021

MS. MOHINI DAS
41/35 Bagdipara Road, Halisahar Bagdipara Road,
Manasa Temple, Kolkata,
West Bengal-743134.
Tel# 917980194665

Sub: Joining Letter

Dear Ms. Mohini Das,

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 **22nd July 2021** , your joining location is **Kolkata** , work location is **Kolkata** 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.



Offer: Computer Consultancy
Ref: TCSL/DT20195058544/Kolkata
Date: 15/02/2021

Mr. Md Shamsheer Alam
36c/H-2Agha Mehdi,
Eidgah More,
Kolkata-700016,
West Bengal.
Tel# 91-7980488524

Dear Md Shamsheer Alam,

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/DT20195058544

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Md. Shamsheer Alam.

Building 1A, EcoSpace, Plot - 8F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Indiavidual Learning Limited

(Formerly Indiavidual Learning Private Limited)

CIN: U80301KA2012PLC107575

GSTIN: 29AADCIO162M1ZF

T: 080-25262224 | support@embibe.com | www.embibe.com



EMBIBE

To Whomsoever It May Concern

This letter is to certify that Abhi Goswami, IL1689 is working in our organization as Business Analyst.

Abhi had started working here on 01-12-2020 and is working till date.

Yours Sincerely,

Abhishek Mall
17-12-2021
Authorized Signatory
Talent Team, Embibe

Offer Letter

Document Classification: Confidential

Version: 1.6

Document Type: Release

Corporate Office: 4ES6B-Mani Casadona, 4th Floor, Plot#2/F/4, Action Area 2F, New Town,
Rajarhat, Kolkata-156

AMI/IND/HR/027

Date: October 06th, 2020

To
Dipan Kumar Mitra

ADDRESS: # 60/1 Bikramgarh, Kolkata – 700032

Phone: # +91-8620051594

Email: # dipanmitraofficial@gmail.com

Dear Mr. Dipan Kumar Mitra,

We are pleased to inform you that you have been appointed as “**Jr.Automation Engineer**”, with effect from October 8th, 2020 with the following terms and conditions: -

- DESIGNATION/GRADE: You will be designated as: **Jr.Automation Engineer**
- Reporting Date & Time: October 8th at 10 AM
- COMPENSATION: Your compensation on a Cost to the Company basis would be **Rs. 2,40,000 /- per annum (IN WORDS: Indian Rupees** Two hundred and forty thousand only) which includes the salary, allowance, perquisites and statutory payments/deductions as per the structure mentioned below. The salary and incentive are subject to Tax Deduction as per Income Tax Act 1961. No other benefits and/or perks would be payable to you. Increase in Salary shall be based on your performance as assessed at the time of annual performance review that will be communicated from time to time.

Earnings			Deductions		
Particulars	Amount Monthly	Amount Annually	Particulars	Amount Monthly	Amount Annually
Basic	20,000	2,40,000	PF	NA	NA
House Rent Allowance	NA	NA			
Conveyance	NA	NA	ESIC	NA	NA
Medical Reimbursement	NA	NA	PT	130	NA
Special Allowance	NA	NA			
Gross Salary	20,000	2,40,000			
ESIC	NA	NA			
PF	NA	NA			
P.Tax	130	1560			
Cost to the Company					
Net Salary	19870	238440			

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- **INCENTIVE:** Annual Incentive will be on the basis of individual compensation reviews, performance & discretion of the management
- **LOCATION:** You will be posted in our India office, Kolkata.
- **TRAINING & DEVELOPMENT:** Trainings are an integral part of our business strategy. The company will be investing on your training and development as and when required till your employment.
- **PROBATION/CONFIRMATION:** You will be on probation for a period of 6 months after which your services will be confirmed by a letter in writing if your performance is found satisfactory. Your services shall not be considered as confirmed unless and until it is done in writing and a letter has been issued to you stating that.
- **LEAVE AND HOLIDAYS:**

You will be entitled to leave and holidays as per the rules prevalent and practices of the management either in existence, extended or awarded from time to time for the grade of your posting.

- **VERIFICATION OF PARTICULARS:**

Your appointment is subject to verification of particulars mentioned in your application. In case these particulars are found untrue, your services are liable for termination without any reason or notice thereof at any time.

- **DUTIES AND RESPONSIBILITIES:**

The Company expects you to work with high standards of initiative, efficiency and economy. You will devote your entire time to the work of the Company and will not undertake any direct/indirect business or work, honorary or remuneratory except with prior written permission from the Management in each case. You will be responsible for safekeeping and return in good condition of all the properties of the company that may be in your use, custody, care or charge. In the event of loss of any property of the company in your possession, the company will have the right to assess on its own basis and recover the damages of all such material from you and take such other action as it deems proper in the event of your failure to account for any such material or property towards company's satisfaction.

The Company herewith sets forth the terms of the Company's offer, which, if you execute shall govern your relationship of employment with the Company. (*The Company and you are hereinafter individually referred to as 'Party and collectively referred to as 'Parties).*

- Employee undertakes and agrees to mention that he / she would conduct himself / herself with the highest standards of integrity, honesty and fairness to avoid any

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conflict between his/her personal interests and the interests of The Company. The employee further states that he /she does and would not have any direct or indirect interest in a competitor, customer/client or vendor/supplier of The Company to the extent or nature that it affects, or appears to affect, the employee's responsibilities to the company. The interest shall also apply in the manner of seeking or accepting any form of benefit, gift, privilege, financial interest, employment with or become directly or indirectly involved as an independent contractor, consultant or otherwise with any the company competitor/client/vendor. The employee shall not personally take advantage of a business opportunity rightfully belonging to the company or derive personal profit, gain or advantage (other than rightful compensation from the Company) as a result of any transaction undertaken on behalf of the Company.

1. NON-COMPETE AND NON-SOLICITATION

During your Term of Employment with the Company including any notice period, even though the Company may have paid salary to you in lieu of such period and for a period of one year thereafter, you shall not engage in any other employment, trade, business or profession or work as an employee, consultant or in any other capacity, directly or indirectly, for any other person, all of whom may have connections to similar business. However, you may engage in employment with any other person after a period of six months.

During the Term and for a period of one year thereafter, you shall not:

- a) Attempt to directly or indirectly in any other manner whatsoever, whether for profit or otherwise, solicit or persuade any person who is a client/customer of the Company to cease doing business with the Company, or to reduce the amount of business which any such client/customer has customarily done or might propose doing with the Company
- b) Employ or attempt to employ or assist anyone else to employ any person who is in the employment of the Company at the time of the alleged prohibited conduct or was in the employment of the Company at any time in the preceding twelve months.

2. INTELLECTUAL PROPERTY

- a) All intellectual property including any design or improvement developed by you either alone or with others, at any time during your employment with the Company and whether or not within working hours, arising out of such employment shall be deemed to be "work for hire" and shall vest solely and exclusively with the Company without any further act or omission on the part of the Company. The Company shall be deemed to be the owner of all intellectual property developed by you.
- b) Without prejudice to the foregoing you shall execute all necessary deeds and documents if ever required to vest all the intellectual property rights developed by

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you with the Company at no additional cost to the Company. You hereby appoint the Company as your duly constituted attorney for the purpose of executing in your name and on your behalf all such deeds and documents as may be required for the purpose of giving effect to the rights of the Company under this Clause.

- c) You hereby irrevocably and unconditionally waive any and all moral rights or any rights of a similar nature under any law in any jurisdiction in and to any and all material written created or devised by you, whether solely or jointly and pertaining to the operation or business of the Company or resulting from or suggested by anything which you shall do pursuant to your employment with the Company.
- d) You acknowledge that your remuneration and all consideration paid to you by the Company duly compensates the creation and usage of any of the work that you undertake and / or deliver.
- e) Under this Agreement compensation for the assignment (if any) to the Company of all intellectual property rights is included and the rights and obligations under this Clause shall continue in force after the termination of this Agreement in respect of any intellectual property created during your employment under this Agreement and shall be binding upon your legal representatives.

3. REPRESENTATIONS AND WARRANTIES

You hereby represent and warrant to the Company as under:

- a) The execution and delivery of this Letter by you and the promises, agreements or undertakings under this Letter do not and will 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 party or which is applicable to you including any non-compete agreements or obligations;
- b) Upon execution and delivery of this Letter, this Letter will constitute your legal, valid and binding obligation towards the Company enforceable in accordance with its terms;
- c) You will perform your duties and obligations hereunder in a workmanlike manner and with due care, diligence and skill.

4. INDEMNITY

You hereby indemnify and agree to indemnify, defend and hold harmless the Company, its affiliates, directors, officers, employees and agents, from and against any and all liabilities, damages, demands, claims (including third party claims), actions, judgments or causes of action, assessments, interest, fines, penalties, and other costs or expenses (including, without limitation, amounts paid in settlement, court costs and all reasonable attorneys' fees and out of pocket expenses) directly or indirectly based upon, arising out of, or in relation to, or otherwise in respect of (i) any inaccuracy in or any breach of any representation and warranties, covenant or agreement given by you contained in this Agreement or any document or other papers delivered by you to the Company in connection with or pursuant to this Agreement;

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or (ii) due to your negligence, misconduct or willful default in any manner whatsoever.

5. TERM AND TERMINATION

- a) You will be on probation for a period of six months after which your performance will be reviewed and the Company will renew the appointment of your services as it may deem fit based on your performance during the probation period.
- b) The Company shall be entitled to terminate your employment at any time if you don't meet your employment objective during the Term by giving you a written notice (through e-mail) of such duration as under:
 - 15 days during the first six months of your employment; and
 - 30 days thereafter.

Furthermore, the Company shall be entitled to forthwith terminate your employment by paying you salary in lieu of the notice period, or part thereof.

- c) You may resign from your employment at any time by giving a written notice (through e-mail) of the same duration as provided under Clause 5b above. You agree and acknowledge that in such an event you shall be liable to reimburse the Company the expenses incurred on imparting training to you during your course of employment with the Company; However if you serve notice period for 90 days, this reimbursement will not be enforced.
- d) Notwithstanding anything contained in this Letter the Company may at its sole and absolute discretion, forthwith terminate your employment on the happening of any of the following events:
 - Your failure, misconduct, serious neglect or refusal to perform/discharge your obligations, duties and responsibilities set forth in this Agreement, for any reason whatsoever, and if curable, failure to remedy such breach/failure within fifteen days despite receipt by you of a written notice of such failure;
 - Conviction for any serious crime or felony or other crime involving moral turpitude, fraud or willful misrepresentation;
 - Any willful or intentional act having the effect or likely to have the effect of injuring the reputation, business or business relationships of the Company.

6. RETURN OF PROPERTY AND CO-OPERATION

- You shall not at any time make any untrue or misleading statements in relation to the Company after the termination of your employment or your resignation. You shall not represent yourself as being directly or indirectly employed by, or in any way connected with or interested in the business of the Company.
- Upon termination of the employment you will immediately return to the Company any and all books, documents, correspondence, records, tools, materials and the

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like belonging to the Company and the like provided by the Company to you. You agree and acknowledge that if you breach any of your obligations under this Letter, the Company may withhold payment of your dues and adjust such dues against the amounts payable by you to the Company or the loss/damage that the Company may suffer due to such breach and/or take such other steps as may be appropriate, to recover the damages from you.

- The Company shall be entitled at any time during the subsistence of your employment, or in any event on termination, howsoever arising, to deduct from and adjust, any remuneration payable to you hereunder any monies due from you to the Company including but not limited to any outstanding loans, advances, the cost of repairing any damage or loss to the Company's property caused by you, excess holiday, and any other monies owed by the Executive to the Company.
- You shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed by the Company to occupy your position.
- employment, or in any event on termination, howsoever arising, to deduct from and adjust, any remuneration payable to you hereunder any monies due from you to the Company including but not limited to any outstanding loans, advances, the cost of repairing any damage or loss to the Company's property caused by you, excess holiday, and any other monies owed by the Executive to the Company.
- You shall extend requisite co-operation to the Company to ensure smooth transition of your duties and responsibilities to such person as may be appointed by the Company to occupy your position.

7. MISCELLANEOUS

- You will be governed by the service, rules and regulations, including the conduct, discipline, administrative orders and any such other rules/orders of the Company that may be in force from time to time.
- You acknowledge that during the course of your employment, you will have access to confidential information about the Company and that your employment with the Company shall bring you into close contact with Many confidential affairs of the Company. You shall not, without the prior written permission of the Company, directly or indirectly disclose or cause disclosure of any confidential information belonging to the Company to any third party and shall take all steps as may be reasonably necessary to protect the integrity of the confidential information and to ensure against any unauthorized disclosure thereof
- In the event of cessation of your employment or if instructed by the Company at any time during the subsistence of your employment, you will return to the Company (or upon instruction of the Company, destroy) all proprietary documents and confidential information and all copies thereof in your possession or under your control. You hereby further acknowledge that the

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confidentiality obligation above shall survive the termination of your employment with the Company.

- You will notify any change, whether permanent or temporary, of residential address or any other contact details (telephone number, email address, mobile number, etc.) to the Company writing within 7 days of the said change, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- This Letter shall be governed and construed in accordance with the laws of India and shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- No forbearance, indulgence, relaxation or inaction by the Company at any time, to require performance of any of the provisions of this Agreement shall, in any way, affect, diminish or prejudice its right to require performance of that provision at a later point in time.
- You will automatically retire from the services of the company on attaining the age of 58 years. Your age mentioned in the Matriculation/High Secondary Certificate will be deemed to be a conclusive proof of your date of birth.
- The designation assigned to you is subject to change depending upon your work assignment from time to time.
- We would like to advise you that salary and other terms of your appointment are confidential, between you and your immediate superior only. Under no circumstances you shall disclose or discuss about your terms of appointment & salary with others within and outside the organization.

This Letter is the entire agreement recording the understanding reached between the Parties in respect of the provisions contained in this Letter. No modification or amendments to this Letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by the Parties.

Welcome to Allied Media Inc. We look forward to a long and mutually beneficial work relationship with you. Please return the duplicate copy of this appointment letter duly signed as a token of your acceptance.

Thanking you,

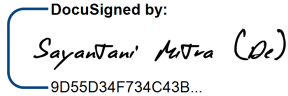
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Allied Media Innotech Pvt. Ltd

A Wholly owned subsidiary of Allied Media Inc. Canada.

Name : Sayantani Mitra (De)

Designation : Manager-HR & Operations

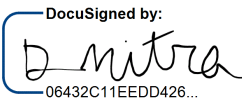
Signature : 

Date : 10/6/2020

(For Allied Media Innotech Pvt. Ltd.)

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

Name : Dipan Kumar Mitra

Signature : 

Date : 10/6/2020

List of documents to be submitted within 7 days of coming on board:

- **2 passport size photographs**
- **PAN card • Aadhaar Card**
- **Academic Certificates**
- **Relieving letters from all previous organizations (If Applicable)**
- **Pay slips for last 3 months**

(Bring originals for verification)

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HRD/3B/20-21/1000960864

December 28, 2020

Mr. Arun Jyothi Sanyal
Bachurdoba,
Jhargram
Jhargram - 721507
India

Ph: (91) 6296734745

Dear Arun Jyothi,

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

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

OFFER & APPOINTMENT LETTER

Offer Release Date: April 16, 2021

Amit Chakraborty
VILLAGE & POST - DUILLYA (PATKUATALA),
ANDUL, MOURI,
HOWRAH , West Bengal

Dear Amit Chakraborty,

Congratulations! With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in HCL Technologies Ltd. (herein referred as "HCL" or "Company") we are pleased to inform you that you have been selected for employment in our organization as **MEMBER TECHNICAL STAFF**.

In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

We take this opportunity to thank & appreciate your decision to join HCL. You are requested to join us on or before **April 26, 2021**.

You will be on probation for a period of **12 months** from the date of your joining. Your compensation would be as outlined in a separate document "**Salary Structure**". The general terms and conditions governing your employment are outlined in **Annexure II**.

On the date of joining, you would be required to furnish photocopies of the original documents and other listed information in **Annexure III**. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process at HCL. **Annexure I** provides details on the various compensation components and selected benefits that we offer you as a part of the HCL family.

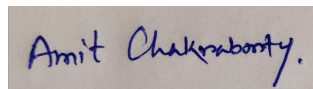
As confirmation of your acceptance, please sign the duplicate copy of this Offer cum Appointment Letter and Annexure and submit the same within 7 days to at the address given below:

Recruiter: Payal Dhawad
Recruiter Address: Nagpur

This offer will be valid subject to successful clearance of your pre-employment background verification check conducted by HCL. Your written consent and requisite copies of documents is necessary to complete the pre-employment check. You are requested to complete the submission of requisite documents for pre-employment background check within two business days from the date of acceptance of our offer of employment. Your cooperation is solicited in this regard to enable us complete the necessary pre-employment check on time and enable you on-board us.

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

1



SIGNATURE OF EMPLOYEE:

HCL TECHNOLOGIES LTD.

Corporate Identity Number: L74140DL1991PLC046369

Technology Hub, Special Economic Zone

Plot No : 3A, Sector 126, NOIDA 201 304, UP, India.

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Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

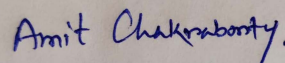
For **HCL Technologies Ltd.,**



Amrita Das

Vice President, Head-Global Rewards

2



SIGNATURE OF EMPLOYEE:

HCL

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ANNEXURE I

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE 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
- ✚ Variable Pay
- ✚ Retirals & Insurances Benefit

The details for each component falling under these heads are explained as following:

BASIC SALARY

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.
- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.
- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.
- **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.
- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.
- **VARIABLE PAY**

The scope of "Variable Pay" in your compensation structure will be governed based on your "employee group" in HCL.

3

Amrit Chakraborty.

SIGNATURE OF EMPLOYEE:

HCL

HCL TECHNOLOGIES LTD.

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www.hcltech.com

www.hcl.com

Performance Bonus (PB): You will be eligible to Performance bonus of << Currency >> < PB >> per annum. Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable to you at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per our Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. This component allows employees to participate and take control of delivery excellence in their respective engagements. Payout of EPB will be based on EPB guidelines as applicable to the respective engagement.

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.
 - 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.**

4

Amrit Chakraborty.

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

Registered Office: 806 Siddharth, 96, Nehru Place, New Delhi-110019, India.

www.hcltech.com

www.hcl.com

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.

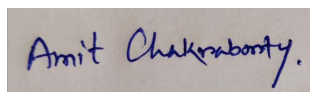
We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCL reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

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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, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

As you are aware that HCL is coming up with IT/ITES SEZ Operating Units in some cities; till the time SEZ campus becomes operational, you may be assigned to another facility in the city of posting - Bangalore.

2. Medical Check up

Your employment is subject to you being declared medically fit by the company doctor.

3. Increments and promotions

Your growth in terms of role, compensation etc. in the company will solely be based on your performance. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period i.e. 12 months from date of joining. Subsequently, your annual performance appraisal and compensation review will be aligned and effected from the first day of the subsequent quarter thereafter.

4. Notice Period/ Separation

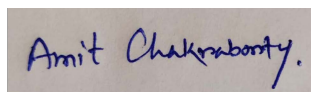
Your employment with the Company can also be terminated either by the Company or by you by giving the other party **three months** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. 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. However, please note that accepting any such early relieving request would be entirely at the discretion of 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.

5. 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.

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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 as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

6. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. 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. • In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCL policies.

7. Working Hours

You will be governed by the normal working hours as existing in the company. 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.

8. 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.

9. 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.

10. Retirement

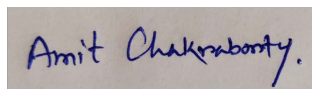
You will retire from service on attaining superannuation at the age of 55 years.

11. 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.

12. Correctness of the Details Furnished

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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.

13. Data Protection:

- 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.

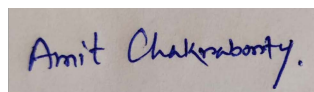
14. Other Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of HCL as applicable to you and the changes therein from time to time.

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 upto termination of your employment with HCL.

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 . 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.

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SIGNATURE OF EMPLOYEE:

HCL

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCL	
S.No.	Particulars (To be submitted to the Recruiter/Online of the BGV link)
1	Highest Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	Permanent/Current Address Proof – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	Previous Employer – 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	Identity Verification - Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> The information provided in Resume and background verification form must be same. Information provided in background verification form must be accurate. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP). 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	10th Mark sheet, only if passport is not available.	1
5	PAN CARD as ID Proof (Only if passport is not available)	1

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Amrit Chakraborty.

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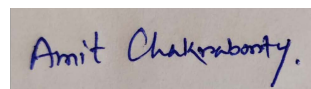
6	Passport Size Photographs (Only with white background)	3
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Please Note –

- 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 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 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.
- All storage Media Devices e.g. laptop, Pen Drives etc. are not allowed inside the campus.

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Annexure IV

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:

S. No	Location	Address
1	NOIDA	Mondays and Thursdays: Triveni Induction Room, First Floor, KNMA Tower, Gate number - 1, HCL Technology Hub, Plot No 3A, Sector 126, Noida - 201313. UP (India) Tuesdays, Wednesdays and Fridays: 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, 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

- Relocation Expenses: You will be reimbursed relocation expenses for transfer of household goods from your current location up to a maximum amount of Rs. 30972 subject to submission of actual bills and receipts. In event of your voluntary separation from HCL Technologies Ltd. before completion of 12 months from your date of joining, this entire amount will be recovered. All applicable taxes on this amount will be borne by the employee.

You shall agree that the expense(s) mentioned above, if committed during the recruitment process and incurred by the Company at the time of joining or thereafter, shall be treated in your name as an advance for a period of 2 (two) years from the date of your joining unless otherwise specified and will be recovered from you in case of your separation from the organization within two years

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Amit Chakraborty.

SIGNATURE OF EMPLOYEE:

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from the date of joining. The taxability of the above components will be in accordance with the income tax rules applicable at the time of payment.

In event of you having to relocate from another city the Company will provide accommodation for yourself and immediate family at the company guest house for the initial 15 days, the cost of which will be borne by the company. Any extension of the guest house accommodation will be subject to availability of rooms and approval from the reporting manager. The cost for the extended days of stay will be borne by you.

This offer and Appointment letter with all the enclosures of Annexures is completed in all respects and it is clearly understood and agreed that there is no other commitment or understanding. The above mentioned commitment will not be paid if it is not claimed within 6 months of joining/as specified under company policies.

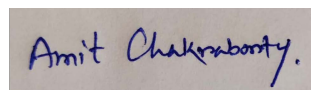
For HCL Technologies Ltd.



Amrita Das

Vice President, Head-Global Rewards

12



SIGNATURE OF EMPLOYEE:



July 20, 2022

SUFAL SIKDER
301/1, WEST AGAPUR, NEW BARRACKPUR
KOLKATA West Bengal
700131

Dear SUFAL SIKDER,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **TDP – Software Engineer** at **salary grade 25**. Your work location shall be at Company's office located at **H04 Avance Business Hub, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **July 28, 2022**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **180 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **H04 Avance Business Hub,Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **TDP – Software Engineer** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.1,245,000.00, (Rupees Twelve Lakhs Forty Five Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.1,491,510.00, (Rupees Fourteen Lakhs Ninety One Thousand Five Hundred Ten Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

DEFERRED SIGN-ON BONUS

You shall be entitled to a total sign on bonus of **Rs.222,000.00**. Amount of **Rs.75,000, (Rupees Seventy Five Thousand Only)** will be payable to you at the time of payment of your first salary and remaining amount of **Rs.147,000, (Rupees One Lakhs Forty Seven Thousand Only)** will be paid to you post completion of **18** months of service. In the event, your employment with the Company is terminated either by you or by the Company for any reason whatsoever, prior to completion of 1 (one) year from the date of each pay out, you will be required to repay the Company amount of sign-on bonus due as on date of termination forthwith. In case the total sign-on bonus amount or part thereof is not repaid to the Company by you, Company reserves the right to settle it against your full and final settlement amount. Sign-on bonus shall be governed by the applicable Company policy.

*Withholding taxes as applicable would be deducted from the above.

RELOCATION

Relocation assistance shall be provided as per the Company's relocation policy for freshers. You shall be entitled to a relocation amount of Rs. 50000, (Rupees Fifty Thousand Only), subject to deduction of applicable taxes, which shall be payable at the time of payment of your first salary.

REWARDING RESULTS PLAN

You shall be eligible to participate in the Rewarding Results Plan in accordance with the terms and conditions of the Company, as amended from time to time. In this Rewarding Results Plan, you may be eligible to earn an annual performance-based incentive in addition to your basic salary. Your initial annual target incentive is **15%** of the fixed salary. It is clarified that no payment under this plan is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year on the Company's discretion. Basis this, your annual incentive payout could range from **0%– 15%** of the fixed salary. Any annual or other bonus payments are discretionary, non-binding and revocable for future years. Kindly refer to the rewarding results plan policy for any information regarding eligibility, payouts or any other terms and conditions associated with this plan.

The payment of all compensation and bonus / incentive, if any, shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

By accepting this letter of appointment you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, sign on bonus, notice pay out etc.) all debts owed by you to the Company or any of its group companies/associates or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 90 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall override the notice period as stipulated in the appointment contract or any other document issued before this date. No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

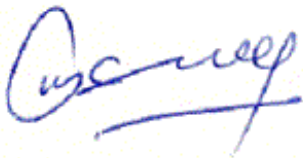
Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

SUFAL SIKDER, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**SM

For Optum Global Solutions (India) Private Limited



Sumek Gopal
Vice President – Human Capital

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

SUFAL SIKDER

Date: _____

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
- vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves – Leave Entitlement (in Weeks)

- i. Maternity Leave up to two (2) surviving children 26
- ii. Maternity Leave in case of two (2) or more children 12
- iii. Commissioning Mother 12
- iv. Adopting Mother 12
- v. Leave for miscarriage/medical termination 6
- vi. Tubectomy Operation 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- Cancelled Cheque Leaf if monthly fixed salary is INR 21000 or less.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

A handwritten signature in blue ink, appearing to read "C. S. R. S.", with a horizontal line underneath the name.

Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its employees, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence, and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all times belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. If and when required by the Company, you shall at the Company's expense take out or apply for patents, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 90 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or under law, the Company may terminate your employment forthwith in any of the following circumstances:

- i. Breach by you of any of the terms of this letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

A handwritten signature in blue ink, appearing to read "C. S. [unclear]", with a horizontal line underneath.

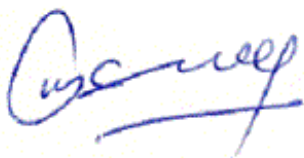
Appendix 4

I. RELOCATION ASSISTANCE

Relocation assistance applies to all freshers (Campus/Off-Campus) relocating from different cities in India to Optum Global Solutions (India) Private Limited work locations city, wherein such relocation benefit is agreed at the time of the hiring offer with the recruiter. Accordingly, a one time relocation assistance of INR 50,000 (fifty thousand only), subject to deduction of applicable taxes, shall be paid to such freshers. The relocation amount shall be paid along with the first salary payout.

For eligibility and relocation entitlement purposes, the "current" residence is defined as the fresher's permanent address on record. Relocation assistance benefits are applicable, when the move is more than 100 (hundred) kilometers from the fresher's current place of residence.

The Company considers relocation assistance expenses to be a valuable investment in the development of employees. Therefore, should the employee chose to voluntarily terminate employment with the Company during the 12 (twelve) month period immediately following the effective date of joining, or should the employee be terminated by the Company, the employee shall be required to repay the Company 100% of the relocation amount paid to employee immediately. This should be read in conjunction with the Company's separation policy. The repayment shall be due and payable to the Company immediately upon employee's voluntary/ involuntary termination. Relocation assistance shall be provided as per Company's relocation policy for freshers.

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Appendix 5

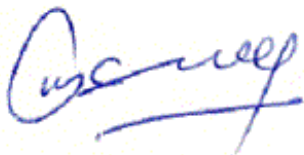
Your employment with the Company under this letter of appointment is subject to the fulfillment of following conditions:

1. Successful completion of the degree course that you are currently enrolled in.
2. Submission of a certified true copy of your Transcript of Records/Final Mark sheet/ Degree Certificate to the Company from your educational institution certifying that you have successfully completed the degree course by not later than **December 31, 2022**;

You understand and acknowledge that, you must successfully complete your degree course and submit a certified true copy of your transcript of records/final mark sheet certifying that you have successfully completed the degree course within the stipulated deadline to continue your employment with the Company.

You also understand and acknowledge that in addition to conditions/ grounds for the termination of employment enumerated in Clause 7 of the standard terms and conditions of employment (Appendix 3) of this letter of appointment, failure to successfully complete your degree course and submit a certified true copy of your Transcript of Records/Final Mark sheet certifying that you have successfully completed the degree course within the stipulated deadline shall constitute a valid condition/ ground for termination of your employment by the Company and/or grounds for the Company to impose disciplinary measures against you.

For Optum Global Solutions (India) Private Limited



Sumek Gopal
Vice President | Human Capital

I have read the contents of this Appendix 5 to the letter of appointment carefully and understand and accept the obligations which it imposes upon me without reservation. I sign the terms and contained herein voluntarily and freely.

ACKNOWLEDGEMENT:

Candidate Full Name:

Date:



Offer for joining as Graduate Engineer Trainee

1 message

Ranjan Kumar Sarkar <ceramic.personnel@maithangroup.com>

Fri, 6 Mar, 2020 at 15:20

To: aakashdalui19@gmail.com

Cc: Aditya Agarwalla <aditya@maithangroup.com>, jn.chakraborty@maithangroup.com

Dear Mr. Aakash Dalui,

We are pleased to appoint you as a Graduate Engineer Trainee at Maithan Ceramic Limited as per following:

Date of Joining: Strictly by 15th June 2020

Place of reporting: Maithan Ceramic Limited, PO Chirkunda, Dist. Dhanbad, Jharkhand 828202.

Qualification: You should complete your engineering program and qualify as an Engineer prior to joining. In case of failing your final semester exams, this offer shall not be extended for another date. All semester mark sheets shall be required at the time of joining.

Designation: Graduate Engineer Trainee

Employment status: Trainee

Term: Six months from date of joining. May be extended depending upon the performance of the candidate.

Confirmation: Upon completion of six months of in-plant Industrial training at the discretion of the Company. Such confirmation shall be governed by the Standard Employee Retention and Bonus Agreement of the Company.

Compensation: Consolidated stipend of INR 22,000 per month. Annual Company Bonus shall be applicable on this.

Housing: Single occupancy (bachelor) accommodation at Company's Executive Hostel.

Other terms: Trainee shall be governed by HR policies of the Company as pertaining to their status.

Termination: Trainee's engagement with the Company can be terminated with a 15 days notice period during the tenure of the training period. Upon confirmation, such notice period shall be as per employee's standard notice period for applicable grade.

Kindly confirm your acceptance of the above by return email. You are requested to withdraw your candidature from Campus placement with immediate effect. Your continuation in the Campus placement program shall result in immediate withdrawal of this offer. Please report to the undersigned on the date of joining mentioned above.

Sincerely,

Ranjan Kumar Sarkar

Lead – HR

Phone: +91 73630 33758

**HO & Works**

PO Chirkunda 828 202
Dhanbad, Jharkhand
T 06540 273344 (4 lines)

Registered Office

9 AJC Bose Road, 6th Floor,
Kolkata 700 017
T 033 40857200

www.maithan.in

This email and any attachments to this email are confidential, privileged and intended solely for the use of the addressee(s). If you are not the intended recipient, you should not disclose, disseminate, distribute, or copy this e-mail. Please notify the sender immediately and destroy all copies of this email and attachments to the same. Any unauthorised actions relying on the contents of this email is strictly prohibited and the Sender shall not be liable for the same. You should check this email and any attachments for the presence of viruses or malware. Sender does not accept any liability for any damage caused by any viruses or malware transmitted by email. The recipient acknowledges that communicating through email is not secure and subject to interception, corruption, falsification, etc. Maithan Ceramic Limited does not guarantee the integrity of this message.



08-Dec-2020

To

Arka Chakraborty
C-215, Survey Park, Kolkata-700075, West Bengal, India

Dear **Arka**,

Welcome to the Dalmia Family!

We are happy that you have chosen Dalmia Bharat Group ("the Company") as your preferred organization to work. We are equally delighted to appoint you in our organization subject to the following terms and conditions:

1. APPOINTMENT:

- 1.1 You are requested to join the Company on or before **04-Jan-2021**.
- 1.2 You shall be appointed as **BX_Graduate Engineer Trainee** in grade **BX_GET** and shall be reporting to **Ami Shrivastava** or any other person as may be communicated to you from time to time.

2. EMOLUMENTS, BENEFITS AND TAXES:

- 2.1 Your emoluments shall be as per Annexure - I ("TCTC").
- 2.2 Your emoluments shall be paid to you after making applicable statutory deductions to be made at source. However, you shall be responsible for paying taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may be payable in respect of the emoluments.
- 2.3 You shall be eligible for such incentives, retirement benefits, benefits and increments as are applicable to you as per the Company's extant policies and procedures at the given point of time and as per the applicable laws.
- 2.4 You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

Dalmia Cement (Bharat) Limited

(Refractory Unit)

Rajgangpur – 770017, Odisha, India

w www.dalmiaocl.com, CIN: U65191TN1996PLC035963

Registered Office: Dalmiapuram, Dist. Tiruchirapalli, Tamil Nadu- 621 651, India

*A **Dalmia Bharat Group** company*



3. JOB RESPONSIBILITIES:

- 3.1 Your duties shall be such as may be assigned to you from time to time. You shall abide by the rules, regulations, policies and procedures of the Company in this regard.
- 3.2 Your initial place of posting shall be at **Rajgangpur**.
- 3.3 You may be required to work from any location where the office(s) of the Company is located, to execute the duties assigned to you from time to time. Any change in your place of work shall be communicated to you in writing. Your services can be transferred from one job / position to another, from one department to another, from one location to another or to any other concern including to any of Company's affiliates, associates, Group Companies and / or entities in which the Company may be having any interest whether existing or which may be established in future. In such cases, you will be governed by the terms and conditions of service as applicable at the respective location.
- 3.4 You will also be required to work for the Company's affiliates / associates / group companies as and when needed. The TCTC and emoluments mentioned herein cover your service for **Dalmia Cement (Bharat) Limited**, as well as for any of its affiliates / associates / group companies.
- 3.5 Your reporting structure may be changed as may be required from time to time by the Company at its sole discretion and you shall not have any objection to such change being effected.

4. PROBATION:

- 4.1 You will be on probation for a period of 1 (One) year from the date of joining. At the end of 1(One) year, subject to satisfactory performance, your services will be confirmed in writing.
- 4.2 Based on your performance, the probation period may be extended for such further term as the Company may in its discretion deem fit.
- 4.3 Your services will not be treated as confirmed unless a communication to this

Dalmia Cement (Bharat) Limited

(Refractory Unit)

Rajgangpur – 770017, Odisha, India

w www.dalmiaocl.com, CIN: U65191TN1996PLC035963

Registered Office: Dalmiapuram, Dist. Tiruchirapalli, Tamil Nadu- 621 651, India

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Dalmia Cement (Bharat) Limited

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Rajgangpur – 770017, Odisha, India

www.dalmiaocl.com, CIN: U65191TN1996PLC035963

Registered Office: Dalmiapuram, Dist. Tiruchirapalli, Tamil Nadu- 621 651, India

A **Dalmia Bharat Group** company



5. GENERAL EMPLOYMENT OBLIGATIONS:

5.1 During your employment with us, you shall not be engaged, concerned or interested directly or indirectly in any other occupation, business or employment whatsoever, without prior written permission and shall devote your whole time, attention and abilities exclusively to the performance of your duties and shall sincerely serve the Company and use your best endeavor to promote the interest and business thereof.

5.2 You shall be governed by the policy and procedures of the Company, as amended from time to time including the Company guidelines, the terms of which are hereby incorporated by reference. You shall abide by and carry out operational advice / procedures as contained in the Company's guidelines and other administrative advices as may be issued by the Company from time to time.

5.3 The work product generated by you while performing the services during the term of your employment, including all electronic data, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the Company. Without limiting the generality of the foregoing, the Company will own all intellectual property rights in any work, invention, discovery, improvement, innovation or design that you make or conceive.

- i. While employed by the Company and in connection with the business of the Company or a related body corporate; or
- ii. By using the resources, facilities, or confidential information of the Company or its affiliates / associates / group companies.

For the purposes of this clause, intellectual property rights include, but are not limited to, rights in relation to or arising from patents, design registrations, trademarks and copyright. You undertake to execute necessary documents and do all such acts, at the request of the Company that may be required to give effect to this provision. You shall return to the Company such materials within 24 hours of separation from your employment with us or at the request of the

Dalmia Cement (Bharat) Limited

(Refractory Unit)

Rajgangpur – 770017, Odisha, India

w www.dalmiaocl.com, CIN: U65191TN1996PLC035963

Registered Office: Dalmiapuram, Dist. Tiruchirapalli, Tamil Nadu- 621 651, India

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Company at any time during the term of your employment.

5.4 You shall keep the reporting manager and Human Resource In-charge informed of any change in postal address, status of education, marriage or any other change that the Company may require to know as it may affect the work by updating your personal profile in the HRIS (Human Resource Information System) at all times. Any communication sent to you by the Company on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.

5.5 You shall at all times comply with the provisions of SEBI (Prohibition of Insider Trading) Regulations 2015 as amended from time to time.

6. CONFIDENTIALITY:

You understand and acknowledge that, in the course of employment with the Company, you will come into possession of certain confidential information belonging to the Company, its customers, its suppliers and others including but not limited to trade secrets, customer lists, supplier lists, pricing schedules, methods, processes, marketing plans, databases, software and know-how ("Confidential Information"). You agree and undertake that all Confidential Information available with you, including all copies thereof, shall be held by you in trust and solely for the benefit of the Company.

You shall, both during and after the employment with the Company without any limitation, keep all Confidential Information confidential and shall not use the same for your own benefit or the benefit of others, or disclose or divulge to others, any such Confidential Information except for the purpose of carrying out authorized activities on behalf of the Company.

As and when asked for by the Company, you shall return / destroy, without retaining any copies, Confidential Information to the Company and shall acknowledge and certify in writing that all such Confidential Information has been returned or destroyed. Upon cessation of employment, you shall return, without retaining any copies,

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Confidential Information to the Company and shall acknowledge and certify in writing that all such Confidential Information has been returned.

In the event you commit breach of this clause, then the Company will be entitled to take recourse to the rights and remedies, including claiming damages, which may be available to the Company at civil law and / or criminal law and / or equity.

7. NON-COMPETE:

In signing this letter of appointment as acceptance, you agree that during the period of twenty four (24) months following the separation of services, you shall not:

- a) Provide services for or be employed by, whether as an employee, director, consultant or otherwise, any entity that materially competes with the business you are currently employed with the Dalmia Bharat Group, or any entity associated or affiliated with the above businesses, in India or overseas, without prior approval from the Company.
- b) Solicit or endeavor to entice away from the Company or any of its affiliates any employee, or any other talent engaged by the Company or its affiliates (whether or not such a talent would commit any breach of the contract by reason of leaving the services of the Company or its affiliates), or any customer of the Company or its affiliates.

You acknowledge that the breach of any of the provisions of above Clause 6 and this clause 7 will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

8. NO-OBLIGATION:

You will not at any given period, under any circumstances give or take money, articles and other personal gifts for personal use / consumption through any of our external

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9. LEAVE AND OTHER SERVICE BENEFITS:

You will be entitled to leave, holidays and other service benefits as are applicable to you as per the extant policy and procedures of the Company at any given point of time. Company guidelines are subject to change from time to time based on the ongoing dynamic need of the Company.

10. RETIREMENT:

You shall retire on attainment of such age which may be prescribed by the Company for retirement as per the extant policy of the Company unless specially required by the Company in writing to continue in service beyond this age which will then be only in the position of a consultant unless specified otherwise due to the criticality of the role and the situation in hand.

11. SEPARATION:

11.1 Separation, except during the probation, requires 3 (three) months' advance written notice or payment in lieu thereof, on either side. During probation, separation requires 15 days' advance written notice or payment in lieu thereof, on either side. However, the Management has the right to insist that you can get separated only after serving the notice period.

11.2 Your employment will be terminated forthwith on the happening of either of the following:

- (i) If you are guilty of any offence involving moral turpitude.
- (ii) If you remain absent for a continuous period of 7 days without approval.
- (iii) If you are found defaulting on the ethics front or on issues relating to the organizational values.

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Upon separation of your employment, you (or your legal heirs as the case may be) shall immediately return to the Company, any and all documents, manuals, documented confidential information (without making any copies thereof and / or extracts there from), kits and other property belonging to the Company that may be created or entrusted to and / or placed in your possession by virtue of and / or during the course of your employment with the Company. In case of any destruction of the above, the Company reserves the right to take action as deemed appropriate.

11.3 You agree and undertake to pay at the time of separation any amount due and payable by you to the Company on any account whatsoever including but not limited to amount payable for breach of the terms of this agreement. In the event you fail to make this payment, then the Company shall be within its rights to adjust the amount from the sums that may be payable by the Company to you without prejudice to other rights and remedies which may be available to the Company against you.

11.4 In case you decide to leave the company before the expiry of 1(one) year of service from the date of joining, you are liable to reimburse all the cost and expenses incurred by the company in acquiring you.

12. ARBITRATION:

All or any dispute(s) arising out of, touching upon, connected with, concerning or in relation to appointment letter or in relation to the employment with the Company including the terms, interpretation and validity shall be referred to arbitration to be conducted by an arbitral tribunal comprising of a sole arbitrator to be appointed by the Company. You agree that you will not have any objection / challenge to any appointment made as provided herein.

The arbitration shall be governed by the Arbitration & Conciliation Act, 1996 or any statutory amendments / modifications thereof for the time being in force. The seat and venue of the arbitration shall be Delhi. The arbitration proceedings shall be in English language only.

The award made by the arbitral tribunal shall be final and binding on the parties.

13. GOVERNING LAW AND JURISDICTION:

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This appointment letter shall be governed and construed in accordance with the laws of India and shall be subject to exclusive jurisdiction of Delhi Courts only.

14. SEVERABILITY:

If any provision of this appointment letter is determined to be void or enforceable under applicable laws, such provisions shall be deemed to be amended or deleted to the extent necessary to conform to applicable laws and the remaining provisions of this appointment letter shall remain valid and enforceable.

15. OTHER TERMS:

- 15.1 This appointment letter along with the annexure shall form the employment contract between you and the Company which shall be effective and binding from the date of your joining and subject to your completion of joining formalities as per the extant policy and procedures of the Company, successful medical checkup and satisfactory background verification / reference checks to the reasonable satisfaction of the Company in its sole discretion, before which it shall be considered to be only an offer of employment from the Company to you.
- 15.2 By signing a copy of this appointment letter, you hereby consent to conducting of a background verification / reference check by the Company either directly or a third party service provider who may be appointed by the Company for the said purpose.
- 15.3 The contents of this letter are based on the information given by you to us in your application/ employee data form and shall be considered to be null and void if any error / suppression in the Company's opinion is discovered in particular(s) furnished by you, including the details for background verification are found to be incorrect at any given point of time.

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Sincerely,

For Dalmia Cement (Bharat) Limited

A handwritten signature in blue ink, appearing to read "R. Venkatesan".

Venkatesan R
Business HR Head

Dalmia Cement (Bharat) Limited

(Refractory Unit)

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Annexure - I

Arka Chakraborty		
BX_Graduate Engineer Trainee, BX_GET		
Components	Monthly (Rs)	Annual (Rs)
Fixed		
Basic	11250	135000
HRA	5625	67500
Conveyance Allowance	1600	19200
Personal Allowance	14234	170806
Education Allowance	200	2400
Medical Allowance	1250	15000
Total Fixed	34159	409906
Retiral		
PF	1800	21600
Gratuity	541	6494
Total Retirals	2341	28094
Annual Benefits		
Hospital Insurance	1000	12000
Total Annual Benefits	1000	12000
Total Cost to the Company	37500	450000
* The Hospitalization insurance premium amount is notional. The same may vary as per the number of people enrolled.		
** Gratuity will be applicable as per the payment of Gratuity Act 1972		
***NPS and SAF are voluntary retiral benefits which if opted for will be deducted from personal allowance. This will be as per applicable policy.		

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Letter of Appointment

No. MCL/HRD/

Date: 24/02/2021

Ms. Debarati Dutta

D/o Debasish Dutta,
Flat No. E-3, 2nd Floor,
524A, Vidyasagar Sarani, Nabapally,
Thakurpukur, Kolkata-700063
Cell No: +91 7998436031

Dear Ms. Dutta,

With reference to your application and the subsequent interview, we are pleased to appoint you as "**Trainee - Marketing**" in our organization on the following terms & conditions:

- 1) That you will be paid a stipend of Rs. 30,000/- per month.
- 2) That you will join wef 24th February, 2021
- 3) That you will be governed by the rules of the company as may be applicable to you.
- 4) That you will be part and parcel of the company and will not divulge or disclose any of the secrets of the company or its trade or dealing or any other matter which in any manner is injurious or prejudicial to the business or interest of the company during the tenure of your service.
- 5) That during the period of your services with the company you will not directly or indirectly be engaged in any trade or business without the prior written permission of the company.
- 6) That you are required to maintain high degree of integrity and honesty and thereby enjoy management confidence.
- 7) That you will be responsible for safekeeping and return in good conditions and order of our property which may be in your custody, care, use or change in course of discharge of your duties.
- 8) **Disciplinary Action:** That you ensure honest and disciplined conduct on your part in discharge of your duties and any breach thereof, which in management's discretion is prejudicial to the interest of the company, will render you liable for disciplinary actions as per rules.

Contd....P/2,

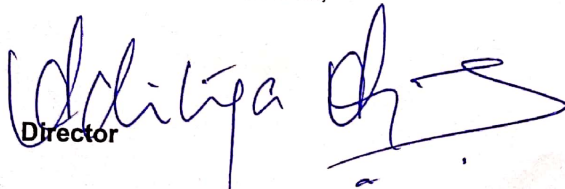
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- 9) **Loss of Lien:** That In case of your overstaying the sanctioned leave or any absence without any permission for more than seven calendar days you shall lose your service and company will be entitled to strike off your name from its roll, without any reference to you.
- 10) **Retirement:** That you will be liable to retire on reaching the age of 58 years or at any time on ground of physical disability to be determined by the management on the report of the company's medical practitioner in case of your attendance failing short of 75% excluding the sanctioned leave in any period of past twelve months.
- 11) **Termination:** That on confirmation, this appointment is subject to termination by giving one month's notice in writing or payment in lieu thereof on either side, if your service is terminated consequent on any disciplinary action or loss of confidence, no notice will be required to terminate your appointment, provided that no due leave will be adjusted against the notice period, after submitting your resignation.
- 12) If you are absent from work for a period of one month without any prior approval or intimation, company reserves the right to terminate your service without any further notice.

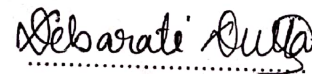
If the above terms and conditions are acceptable to you then please return the duplicate copy of this letter of offer / appointment after affixing your signature on the same as a token of your acceptance.

Thanking you,

For Maithan Ceramic Ltd.,


Director

I have read the above terms & conditions of this appointment and agree to abide by the same.



Signature

**CASTWEL****CASTWEL INDUSTRIES**

C-18/6, M. I. D. C. INDUSTRIAL AREA, NAGPUR - 440 028.

PHONE : (07104) 235993, 236566, 234128, 237666

E-mail : sales@castwelindustries.com, purchase@castwelindustries.com



21/Appoint/CI/SPNM/20-21/0046

Date: 14.10.2020

Mr.MD SAYED ALI

Vill+P.O- Bamongram

P.S- Kaliachak , Dist- Malda

Pin- 732206, West Bengal

sayedali910209@gmail.com

- Appointment Letter

Dear Mr. MD SAYED ALI

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Graduate Engineer Trainee** in our Organization. Your basic, pay allowances and perquisites will be mentioned in the attached annexure which forms a part of this letter. The other terms and conditions of your employment with the organization will be as under: -

1. You will be reporting to the concerned Project Head. However, during employment with our Organization, you may be posted/ transferred to any of the offices/project site/divisions/departments/unit of the Organization or its subsidiaries at any other location in India and Abroad. Upon such posting you will be entitled to the allowance's perquisites and facilities as an applicable to the establishment/location of transfer as per service rules.
2. If any of the information furnished by your Bio Data/application or any other documents in connection with your employment with our Organization is found to be incorrect or it is found at a later date that you have not revealed information ,your services are liable to be terminated forthwith any notice or notice pay in lieu thereof.
3. In the matter of service condition includes those not specifically covered by this letter, you will be governed as per company's decision shall be final and binding.
4. This appointment and its continuance is subject to your being certified and remaining medically fit by the Medical Officer.

Remuneration

5. The employee shall be paid from the date of employment for his services hereunder, during the continuance of the Employment; **Your CTC will be Rs. 216000/Annum**, detail with allowance/reimbursement shall be applicable as per attached ANNEXURE I.
6. Any bonus payment shall be at the discretion of Management. The said salary may be reviewed (annually) by the Company (but with no obligation to grant an increase therein) during the continuance of this agreement. Any revision to the said salary resulting from such a review shall be effective from the date as may be specified by The Company, and each such revision shall therefore have effect as if it were specifically provided for as a term of this Agreement and the monthly salary and perks/allowance



CASTWEL

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PHONE : (07104) 235993, 236566, 234128, 237666

E-mail : sales@castwelindustries.com, purchase@castwelindustries.com



mentioned shall thereafter be deemed from time to time to have been amended accordingly.

Duration And Termination

7. You will be on training/ probation for a period of twelve months from the date of joining and can be terminated in writing by either party with a notice period of seven days.
8. After successful completion of probation period, you may be confirmed subject to satisfactory performance.
9. Your services may be terminated by either party, giving notice in writing for Two month or payment of salary in lieu of, subject to the Management accepting salary in lieu of the notice.

Duties, Responsibilities & Code of Conduct

10. The company will expect you to work with a high standard of imitative, efficiency and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
11. You will devote your entire time up to the work of the company and will not undertake any direct/indirect work or business, honorary or with remuneration except with the written permission of the management in each case, contravention of this will lead the termination of your service without any notice or any compensation in lieu of such notice.
12. You shall not seek membership of any local or public bodies without first obtaining written permission from the management.
13. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of your business process, technical knowhow, security arrangement, administrative and/or organizational matters of a confidential /secret nature/which may be your privilege to know by virtue of your being our employee.
14. You shall keep confidential all the information and material provided to you by the company or by its client concerning their affairs, in order to enable the company to perform the service. This also includes such information as is ready known to the public which also you will not release, use or discloses except with the prior written permission of the company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
15. You will not enter into commitments or dealing neither on behalf of the company before which you have no express authority nor after or be a party to any attention of any principle or policy of the company or those in the authority over you.



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16. You shall not at any time during continuance of your employment with us or thereafter divulge any of the affair or secrets pertaining to company's manufacturing process, technical know-how ,and security arrangement ,administrative and or/ organizational matters to any other person (s) ,company, corporation ,firm, syndicate nor use /attempt to use any information which may be acquired during the course of your employment in the company in any manner which may injure or cause loss to the company.
17. You will retire from the service on attaining the age of superannuation of sixty years, as per our records.
18. Any change in your residential address must be communicated to us in writing.
19. In case of any-dispute of any kind arising out of your employment or breach of contract (s), a court of law in Nagpur alone shall have jurisdiction to adjudicate upon any such dispute.
20. You will not entitle any leave during your probation period and you leave details after confirmation as follows:
You will be entitled to avail 18 days earn leave every after confirmation of your service.
21. If this offer acceptable to you on the terms and conditions contained herein, please return duplicate copy of this appointment letter dully endorsed in token of your acceptance within seven days, else the same shall be deemed acceptable to you.
22. **Your appointment will take effect from 19th October 2020.**

Looking forward to a happy association with you.

Yours Faithfully,

For, **CASTWEL INDUSTRIES**


M Shiv Kumar
Managing Partner

Acceptance: The above terms and conditions are accepted to me

Mr. MD SAYED ALI



CASTWEL

CASTWEL INDUSTRIES

C-18/6, M. I. D. C. INDUSTRIAL AREA, NAGPUR - 440 028.

PHONE : (07104) 235993, 236566, 234128, 237666

E-mail : sales@castwelindustries.com, purchase@castwelindustries.com



Annexure-1

ANNEXURE TO APPOINTMENT LETTER

NAME: Mr. MD SAYED ALI

DESIGNATION: Graduate Engineer Trainee

SALARY BREAK-UP:

Item	Amount(INR)
Basic Pay	14050.00
House rent allowance	1690.00
PF Contribution (Employer's)	1748.00
PF (Employee's)	
ESIC Contribution (Employer's)	512.00
ESIC Contribution (Employee)	
Washing allowance	
Food allowance	
Special Allowance	
Total Monthly CTC	Rs. 18000.00

For, CASTWEL INDUSTRIES

M Shiv Kumar
Managing Partner



Ants Ceramics Private Limited

Unit No.1, Jivdani Industrial Estate No.1
Off. Western Express Highway, Dhumal Nagar, Vasai (E)-
Thane – 401208 Contact: 8600033151
Email: sales@antsceramics.com, www.antslab.in
CIN: U26910MH2005PTC155195

Dear Mr. Mohd. Ismail,
Vill.-Raghabpur, P.O.-Malior,
P.S.-Harishchandrapur, Dist.-Malda, Pin-732125,
West Bengal

Date:21/11/2020

Ants Ceramics Pvt. Ltd. is pleased to offer you position of **Engineer Marketing** for our organization. We would request you report at the following address,
**Unit No.1, Jivdani Industrial Estate No. 1,
Off western Expressway Highway Vasai(E)-401208
Maharashtra-India.**

Your compensation package would be Rs. 15000/-p.m. + TA/DA as per company norms. However, the structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

As per organization policy, the probation period applicable to you shall be six (6) months. You would be posted in East India with Kolkata as your headquarter. However as and when required, your service will be transferable to any of the offices in India or abroad.

During probation, the period of notice required for resignation is 7 days on either side. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Your appointment is subject to satisfactory reference checks and clearance from any secrecy/service agreements that you may have executed, which could have a bearing on your working with us. This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We propose you join us on 23th November, 2020. If that is not possible for any reasons let us know your joining at the your earliest.

This offer is valid till 23/11/2020, if you do not confirm the acceptance, Ants Ceramics Private Ltd., has the right to withdraw the offer.

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



Ants Ceramics Private Limited

Unit No.1, Jivdani Industrial Estate No.1
Off. Western Express Highway, Dhumal Nagar, Vasai (E)-
Thane – 401208 Contact: 8600033151
Email: sales@antsceramics.com, www.antslab.in
CIN: U26910MH2005PTC155195

On the date of joining, please bring or send the following documents for verification / submission.

1. Self attested copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Original & copy of your passport/permanent address proof and one passport size photograph.

Kindly sign and return to us the duplicate copy of this letter as your acceptance.
Yours Sincerely,

Tushar Gothi

For Ants Ceramics Pvt. Ltd.

CREATIVE CHEMICALS

(Rep. of SOJITZ Corpn. Japan)

31A, Sakharam Ganesh Dauskar Sarani, (Formerly 31A, Townshend Road)

2nd Floor, Kolkata - 700 025

Tel. : 91-33-2486-7093 / 2475 0020 / Mobile : 98311 66216, 98744 22803

E-mail : niccalgcom@creativechem.net / noveli@creativechem.net

C E No. : 0016 54037324 • GSTIN : 19AIEPM6160D1ZC

Date : 20TH March , 2020

Ms. Mousumi Ghosh,
Vill + P.O. Kuldanga,
P.S. Panchla,
Dist. Howrah - 711302.

Dear Ms. Mousumi Ghosh ,

We have pleasure in appointing you as Marketing Executive of the Company, effective June 01, 2020 on the following terms and conditions :

1. You will be entitled to a Gross Salary of Rs. 30,000/- per month and as applicable to your category of employees. Salary will be transferred by 25th of each calendar month by Direct Credit to your bank account .
2. Your reporting and responsibilities will be advised to you by Creative Chemicals Head or any person nominated by us. You will be posted at Creative Chemicals office at Kolkata to promote the Refractory and other related raw materials sales to across the industry related to Steel or Aluminium manufacturers. All information you will be exchanging by email to Sojitz Tokyo office and us. Also if required, you will visit other Steel Plant in India for same purpose based on our decision. In case of visit to any customer in India we will pay you all necessary travel cost as well as hotel cost on actual basis.
3. You will be under 3 months probation with effect from June 01, 2020 and upon your satisfactory performance within this 3 months, you will be a regular staff of our Company. Even during probation same salary will be paid.
4. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity and discipline.
5. During the Service period, the services can be terminated from either side by giving one month notice or salary in lieu thereof

(2)

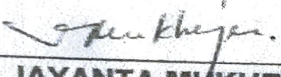
Upon termination of employment, you will also return all company property and relevant documents which may be in your possession like personal computer and the related business files.

6. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial / business pursuit, either part time or otherwise, for any monetary gains with any other company. If company came to know for such kind of work then employment will be terminated without any notice .
7. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offer, design documents, Project cost & Estimation, Technology, Company's Policies. No discussion with any third party about the business will not be allowed .
8. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
9. 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 Company without any hesitation .
10. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof.
11. Your appointment is subject to your being medically sound and remaining medically fit.
12. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information wilfully suppressed, your appointment would be liable for termination without any notice or compensation.
13. You will be eligible for the leave as per NI Act Holidays declared by Govt. of India.

(3)

You are requested to sign this letter, signifying your acceptance of the same, for our necessary records.

Yours faithfully,



(JAYANTA MUKHERJEE)
Proprietor

Accepted :



(MOUSUMI GHOSH)

Date : 20TH March 2020

To,

Mr. Pabitra Mali

Vill-gopalganj, P .O-Gopalganj hat,

P. S-Kultali Dist-South 24 pgs,

Pin-743338, West Bengal

Dear Mr. Pabitra,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **"GET" (Grade-E0)** with our Company.

Your CTC salary package for employment with us in India shall be **Rs.26,000/- per month**. Detailed break up of your salary package shall be as per attached Annexure I. TDS shall be deducted from your monthly gross salary based on your net savings under Sec 80 C, 80 D and other relevant deductions allowed as per I.T rules. Provident Fund as per applicable laws will be deducted from CTC and Company will contribute equally.

You are currently posted at our **L&T-315B, Bhatinda** site and shall report to **Mr. Rezwan Ansari** (Cell No: 8369995884)

Site Address :-

Lizmontagens India Pvt. Ltd.

C/o: Tarkhanwala Printing Press

Near SS Jain Shabha, Word No. 511

Main Bazar, Ramamandi

Bhatinda, Punjab - 151 301

The other terms and conditions of your employment with the Company will be as under: -

1. You will be on probation for a period of **Three months** from the date of joining **1st January 2021**. The probationary period can be extended, if your work, conduct and performance is not found satisfactory. You will be deemed to be confirmed until you have been communicated in writing that your probation period is extended. During the prescribed / extended period of probation, your services can be terminated by either side at any time without assigning any reason, by giving one month notice and thereafter on confirmation, by giving one month notice or on payment of basic salary in lieu thereof. Provided that if your services are terminated for any act which is treated as misconduct by the Company at its sole discretion, no such notice or payment of basic salary in lieu thereof will be necessary.
2. If any of the information furnished by you through your Bio-Data / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice or notice pay in lieu thereof.
3. During employment with the Company, you may be posted / transferred to any of the offices / project sites / divisions / departments / units of the Company or its subsidiaries at any other location in India or abroad. Upon such posting you will be entitled to the allowances, perquisites and facilities as applicable to the Establishments / location of transfer, as per Services Rules.
4. In the matter of service conditions including those not specifically covered by this letter, you will be governed as per the Company's policy in force from time to time and the Company's decision shall be final and binding.
5. This appointment and its continuance is subject to your being certified and remaining medically fit by the Medical Officer nominated by the Company.
6. During your posting at our project sites, you will be provided with semi furnished bachelor accommodation on shared basis. Local conveyance on shared basis as per site facilities will be provided for travelling to our local work site.

6. DUTIES, RESPONSIBILITIES & CODE OF CONDUCT:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our business processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.

Lizmontagens India Pvt. Ltd

Regd Office : Unit No. 805-807, 8th Floor, I Think Techno Campus, Supremus – III, Near Kanjur Marg Railway Station, Kanjur Marg (East), Mumbai – 400042
Tele No.: +91 22 4221 4221 Fax No.: +91 22 4924 2446 Website : www.lizmontagens.com CIN : U74120MH2010FTC211006




- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- f. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for the latter's Patent, Licenses or other rights, privileges or protection or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- h. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in your use, custody and care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to company's satisfaction
7. You shall not at any time during continuance of your employment with us or thereafter divulge any of the affairs or secrets pertaining to Company's manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters to any other person(s), Company, Corporation, Firm, Syndicate nor use/attempt to use any information which may be acquired during the course of your employment in the Company in any manner which may injure or cause loss to the Company.
8. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the Company
9. You will retire from the service on attaining the age of superannuation of sixty years, as per our records.
10. Gratuity as per Act shall be payable to you upon completion of five (5) years of continuous service after confirmation of your service.
11. In case you wish to resign from the services of the Company, you will give us a notice period of one (1) month in writing for our acceptance by the Management. Your final dues shall be settled thereafter within 15 days of notices period and acceptance of your resignation.
12. In case the Company retrenches you from services of the Company due to reasons beyond its control, you shall be paid 1 month's salary for immediate relieving from duty or asked to work for 1 month with relevant notice.
13. In case the Company terminates your services on grounds of discipline, integrity, insubordination, client notice for removal on safety violations you shall be relieved with immediate effect. In such cases you shall be paid only statutory dues if any.
14. Any change in your residential address must be communicated to us in writing.
15. In case of any dispute of any kind arising out of your employment or breach of contract(s), a court of law in Mumbai alone shall have jurisdiction to adjudicate upon any such dispute.
16. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.
17. If this offer is acceptable to you on the terms and conditions contained herein (including attached annexure) please return duplicate copy of this appointment letter duly endorsed in token of your acceptance.

Please provide copies of your educational certificates, experience certificates and copy of the release order / acceptance of resignation letter from your last employer, if any, along with joining set.

Looking forward to a happy association with you.

Yours faithfully,
For Lizmontagens India Pvt. Ltd.,



Sanjeev D. Prabhu
Managing Director



Acceptance

The above terms and conditions including those mentioned in the Annexure are acceptable to me.

Signature of **Mr. Pabitra Mali**

Lizmontagens India Pvt. Ltd

Regd Office : Unit No. 805-807, 8th Floor, I Think Techno Campus, Supremus – III, Near Kanjur Marg Railway Station, Kanjur Marg (East), Mumbai – 400042
Tel No.: +91 22 4221 4221 Fax No.: +91 22 4924 2446 Website : www.lizmontagens.com CIN : U74120MH2010FTC211006

18th March, 2020

To,
Ms. Pallabi Mandal,
Jharia, PS- Goghat,
Hooghly- 712122,
West Bengal

LETTER OF INTENT

Dear Ms. Pallabi Mandal,

With reference to your application and the subsequent discussions, we are pleased to offer you the position of **Executive Trainee**.

You will be paid monthly stipend of Rs. 35,000/-.

You will be on job training for 11 months from your date of joining.

You are requested to join us on **May 2nd, 2020** at **Mumbai- HO**. In the event of you not joining us on or before the said date, this offer will automatically stand withdrawn.

This offer is subject to you being found medically fit by a Registered Medical Practitioner.

We would be verifying your credentials through reference checks and background verifications. Please note that furnishing of false information or suppression of any factual information relating to your credentials as well as submission of false/fake/forged documents will result in cancellation of this offer.

It is mandatory to provide your Aadhar card, Permanent Account Number (PAN) and educational qualification certificates on or before your date of joining.

We are sure that our working environment will be conducive for your professional and personal growth. We welcome you to the RAK family and look forward to your valued contribution in taking RAK Ceramics to greater heights.

With regards!
For RAK Ceramics India Pvt. Ltd.

T. Nirajkumar
Head – Talent Management

RAK CERAMICS INDIA PVT. LTD.
Corporate Office:
19th Floor, Commerz II, Oberoi Garden City, International Business Park,
Mohan Gokhale Road, Goregaon-East, Mumbai-400 063, India.
Tel.: +91 22 62505100 / 120 | www.rakceramics.com/india

Regd. Office:
R-3, 350/16/3, 4-B, 4th Floor, Vardaan, Janki Estate, Road No. 7, Barisal Mills,



HIL/HRD/LOI/00066328

31 August, 2020

Mr. PARTHO DAS

27/1 P.N. MITRA LANE KOL-53 NEW ALIPORE
KOLKATA KOLKATA - 700053

Sub: Letter of Offer

Dear Mr. PARTHO DAS,

This is in reference to your application and the personal discussions you had with us.

We are pleased to *offer you the position of **GRADUATE ENGINEER TRAINEE - PRODUCTION** in our organization on the terms and conditions mutually agreed upon. You will be based presently at our **NIMRANA-WATER H**.

Prior to the day of joining, you are requested to upload enclosed forms/documents in our Candidate portal and also bring original documents for verification and attestation by HR Department:

1. Date of Birth Certificate (High School) and all qualification certificates (as per resume)
2. Copy of PAN CARD / Proof of PAN Application and Copy of Aadhaar Card.
3. Copy of Universal Account Number (UAN PF)
4. Proof of Residential Address
5. Cancelled Bank Cheque
6. 3 Nos. individual passport sized photographs of self, 1 No. each of your spouse, children & parents separately
7. Copy of Resignation and relieving letter (on joining)

Your joining date is **on or before 21 September 2020 at 09:00 AM** at our **NIMRANA-WATER H** subject to receipt of above documents at the time of joining. The detailed e-Appointment Letter will be issued to you on your joining the organization.

Please return duplicate copy of this letter duly signed by you as a token of your acceptance immediately addressed to HRD Department, QRG Towers, Plot No. 2D, Sector - 126, Express Way, Noida (U.P.) or E-mail scan copy at Sneha.Das@havells.com. In case you fail to do so the offer will stand cancelled.

Probation : *NOTE - Acceptance of this LOI will not vest any right of Employment with HIL as the same is subject to outcome of the verification of documents, information and personal/professional background. HIL reserves its right to revoke /withdraw this LOI at any stage, if any discrepancy and/or anything against the Candidate is brought/comes to the knowledge of HIL which in the opinion of HIL is undesirable and the decision of HIL will be final and binding.

Yours faithfully,

For HAVELLS INDIA LIMITED



Authorised Signatory

I hereby accept this letter of offer and
Confirm that I will join on _____

Signature _____

HAVELLS INDIA LTD.

Corporate Office: QRG Towers, 2D, Sector 126, Expressway, Noida - 201304, U.P (INDIA)

Tel: +91-120-3331000, Fax: +91-120-3332000

E-mail: marketing@havells.com, www.havells.com

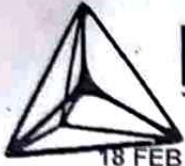
Registered Office: 904, 9th Floor, Surya Kiran Building,
K.G. Marg, Connaught Place, New Delhi - 110001. (INDIA)

Consumer Care No.:

1800 103 1313, 1800 11 0303 (All Connections), 011-4166 0303 (Landline)

CIN: L31900DL1983PLC016304

GSTIN: 09AAACH0351E1Z3



BALAJITM
IMPEX

18 FEB 2021

SHRI BALAJI IMPEX

AN ISO 9001:2015 Certified Company

Mr. PUSPENDU SINHA
S/o SHRI NIKUNJA SINHA,
GOPALNAGAR, KOLAGHAT, PURBA MEDINIPUR,
KOLKATA, 721130

Phone : 7001354395

Email; PUSPENDUSINHA0@GMAIL.COM

D.O.B. 02/11/1996

Strictly Private & Confidential

Dear Sir,

Employment Agreement

We are pleased to offer you a Full Time appointment to the position of LAB (QC) department of Shri Balaji Group.

Commencement date

This contract will commence on the 18 FEB 2021

Duties and responsibilities

Your duties and responsibilities in this position are those advised by the person/s you report to. You may also be required to carry out other duties within your skill, competence and training. Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company of Shri Balaji Group, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.

Variations to Award

Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed

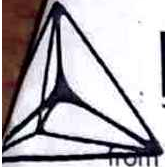
Correspondence Address -

#502, 5th floor, Sobha Mansion, Erra Manzil Colony Rd,
Hyderabad - 500004, Telangana, INDIA.

+91-141-2231192 | +91 98491-66717
hyderabad@balajiceramics.com
www.balajiceramics.com

From melting to casting

WE MAKE **STEEL** BETTER



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SHRI BALAJI IMPEX

AN ISO 9001:2015 Certified Company

from time to time at the discretion of the management and shall not be considered merely as a matter of right.

Salary and benefits

Your Total Salary Package will be **Rs 22,000.00 (Rs TWENTY TWO Thousand only)** per month. Your salary will be paid into your nominated bank account monthly. For assistance with tax planning etc. we will be happy to help.

Business Related Expenses

Work related expenses like lodging, will be reimbursed by the company against actual. You will be provided a company telephone number, which will be for official purposes and the bill of which will be paid directly by the company.

Company Policy

1. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of company staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
2. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

Training & Development

You may be required to attend training sessions during your employment, including any training provided to assist you in carrying out your role.

Performance and Development reviews

We conduct Performance and Development reviews for all employees regularly. These reviews are to assist you and provide feedback on how you are performing in your role. Your participation is essential and valued.

Employment policies, procedures and directions

Various policies and procedures exist for the effective and safe operation of our business and the welfare and interests of those who work for us. Signing and returning a copy of this Employment Agreement will take you to have accepted responsibility to familiarize yourself with these policies and

correspondence Address -
procedures.
02, 5th floor, Sobha Mansion, Erra Manzil Colony Rd,
derabad - 500004, Telangana, INDIA.

1-141-2231192 | From 9 AM to 6 PM
derabad@balajiceramics.com
www.balajiceramics.com

From melting to casting
or introduce new ones. We will
WE MAKE STEEL BETTER

You need to ensure that you always abide by our policies and procedures, as updated or issued from time to time and by any directions we give you in the course of your employment.

Confidentiality agreement

Confidentiality of information is vitally important to us. You must maintain the confidentiality of all information gained in the course of your employment. It is a term and condition of your employment that any business related information whether written or verbal whatsoever, including but not limited to trade secrets ("Information"), disclosed or provided to you or generated or acquired by you by any means in the course of, or in connection with, your employment by us is subject to the following obligations:

- a) You will keep the Information confidential and will not, without our prior written consent disclose, or permit disclosure of, the Information to any person.
- b) You will not use, or permit the use of the Information for any purpose whatsoever other than that for which it was provided by us.
- c) You will, on our request, return or destroy as we direct, all the Information (including any copies or reproductions) other than that provided to you orally.
- d) You do not obtain any right of any kind in or to the Information upon its receipt except for the purposes for which it is provided.
- e) These obligations apply for the period of your employment and continue without limitation of time after the date of termination of your employment, to all the information except for:
 - 1. Information, which is in the public domain prior to the date of this employment agreement,
 - 2. Information, which becomes public or available to the general public otherwise than through any act or default by you; and
 - 3. Information, in respect of which we, in writing, release you from these obligations.

Conflict of Interest

It is our policy to act in strict compliance with the letter and spirit of the law and to adhere to the highest business ethics. Accordingly you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with our interests.

During your employment with us you must not engage (as an employee, consultant or otherwise) in any other business activity directly related to the business in which we are now involved or become involved during your employment.

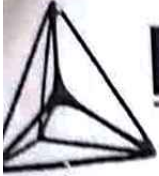
True and Correct

This offer is subject to all information provided by you in your application for employment and interviews being true and correct. This offer of employment may be withdrawn, or your employment terminated should Shri Balaji Impex become aware of misrepresentation or falsification of details.

Correspondence Address -
02, 5th floor, Sobha Mansion, Erra Manzi Colony, Ra-
derabad - 500004, Telangana, INDIA.

01-141-2231192 | +91 98491-66717
derabad@balajiceramics.com
www.balajiceramics.com





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AN ISO 9001:2015 Certified Company

previous employment history or reference details submitted in support of your employment application.

Acceptance

The details set out above represent your conditions of employment and supersede all previous

discussions, negotiations, statements or agreements between us.

If you have any questions on any of these terms and conditions of employment or the attachments, please contact us.

Please confirm your acceptance of the position on these terms and conditions by signing the copy of this letter

We are pleased that you have made the decision to join us and feel sure that you will find the position an enjoyable one.

Yours sincerely

Mr Shaurya Roy (9891064718)

Partner

Shri Balaji Impex

Employee Acceptance

I have read and understood the terms and conditions of employment contained in this letter and agree to employment on those terms.

I agree to abide by the Shri Balaji Group's policies and procedures as introduced, varied or amended from time to time.

(Employee Signature)

(Date)

18/02/21

Correspondence Address -

#502, 5th floor, Sobha Mansion, Erra Manzil Colony Rd,
Hyderabad - 500004, Telangana, INDIA.

+91-141-2231192 | +91 98491-66717
hyderabad@balajiceramics.com
www.balajiceramics.com

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SPECIAL CERAMICS PVT. LTD.

An ISO 9001:2015 Organization

H-607, 608, 609, RIICO Industrial Area, Bhiwadi-301019 Distt. Alwar, Rajasthan, INDIA

CIN : U26913DL1988PTC033970

Phones : +91 1493 221009 / 1493 222419

Email : account@specialceramics.in Website : www.specialceramics.in

LOI/2020-21/HR-010
Date: 18/12/2020

Mr. Ranbir Paul
2 NO Debigarh
Madhyamgram,
Kolkata - 700129

Sub: Letter of Intent

With reference to your application and subsequent discussions, we are pleased to offer you an appointment as an **Trainee – Sales** on the following terms and conditions. You shall be reporting at our Head office located at:

906 Gopal Heights, Netaji Subhash Place, Pitampura – New Delhi

The detailed terms and conditions are outlined in the enclosure. **We would like you to join SCL team on or possibly before January 04, 2021.** Should you accept, please sign and return a duplicate copy of the offer with terms and conditions attached.

We are confident that you will discharge your obligations as an employee of this organization to the best of your knowledge and ability.

With best wishes for a successful career with SCL,

For: Special Ceramics Pvt. Ltd.

Authorised Signatory

To,
Mr. Rangula Srinivas
P.S.-Kharagpur,
Dist.-Paschim Medinipur,
Pin-721301, West Bengal

Dear Mr. Rangula,

With reference to your application and subsequent interview with us, we are pleased to appoint you as “GET” (Grade-E0) with our Company.

Your CTC salary package for employment with us in India shall be **Rs.26,000/- per month**. Detailed break up of your salary package shall be as per attached Annexure I. TDS shall be deducted from your monthly gross salary based on your net savings under Sec 80 C, 80 D and other relevant deductions allowed as per I.T rules. Provident Fund as per applicable laws will be deducted from CTC and Company will contribute equally.

You are currently posted at our **L&T-315B, Bhatinda** site and shall report to **Mr. Rezwan Ansari** (Cell No: 8369995884)

Site Address :-
Lizmontagens India Pvt. Ltd.
C/o: Tarkhanwala Printing Press
Near SS Jain Shabha, Word No. 511
Main Bazar, Ramamandi
Bhatinda, Punjab - 151 301

The other terms and conditions of your employment with the Company will be as under: -

1. You will be on probation for a period of **Three months** from the date of joining **1st January 2021**. The probationary period can be extended, if your work, conduct and performance is not found satisfactory. You will be deemed to be confirmed until you have been communicated in writing that your probation period is extended. During the prescribed / extended period of probation, your services can be terminated by either side at any time without assigning any reason, by giving one month notice and thereafter on confirmation, by giving one month notice or on payment of basic salary in lieu thereof. Provided that if your services are terminated for any act which is treated as misconduct by the Company at its sole discretion, no such notice or payment of basic salary in lieu thereof will be necessary.
2. If any of the information furnished by you through your Bio-Data / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice or notice pay in lieu thereof.
3. During employment with the Company, you may be posted / transferred to any of the offices / project sites / divisions / departments / units of the Company or its subsidiaries at any other location in India or abroad. Upon such posting you will be entitled to the allowances, perquisites and facilities as applicable to the Establishments / location of transfer, as per Services Rules.
4. In the matter of service conditions including those not specifically covered by this letter, you will be governed as per the Company's policy in force from time to time and the Company's decision shall be final and binding.
5. This appointment and its continuance is subject to your being certified and remaining medically fit by the Medical Officer nominated by the Company.
6. During your posting at our project sites, you will be provided with semi furnished bachelor accommodation on shared basis. Local conveyance on shared basis as per site facilities will be provided for travelling to our local work site.

6. DUTIES, RESPONSIBILITIES & CODE OF CONDUCT:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our business processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.

**Annexure to letter LIPL/HRD/APPT/621
Dated: 14th December 2020**

Name	:	Rangula Srinivas
Designation	:	GET
Detailed Break up of Salary		
		Monthly Rs/month
Basic Salary	:	13,000.00
House Rent Allowance (HRA)	:	6,500.00
Child Education	:	200.00
Bonus	:	1,083.00
Food Subsidy	:	3,417.00
Other Allowance	:	-
TOTAL GROSS / Month	:	24,200.00
PF	:	1,800.00
TOTAL CTC / Month	:	26,000.00

Shabku



Head & Corporate Office :

3, Netaji Subhas Road, Kolkata - 700 001, India
Phone : +91 33 40106100, Fax : +91 33 22430886
E-mail : ifgl.ho@ifgl.in, Websites : www.ifglref.com

October 30, 2020

Mr. Sabitabrata Chatterjee

Kalitala, Sodepur
West Bengal
Kolkata - 700 112

Dear Mr. Chatterjee,

Re: Letter of Appointment

Further to our Offer dated January 10, 2020, for the post of "Graduate Trainee" in the Company at Cost to the Company (CTC) of **Rs. 4,18,008/-** (Rupees four lacs eighteen thousand eight only) per annum, we give here in below the break-up and particulars of your salary, allowances, entitlements, benefits and terms and conditions applicable to your appointment in the Company in NGR Grade.

1. You will be presently posted at Kalunga – Works. You shall discharge such duties and responsibilities, which may be entrusted from time to time to you for furtherance of the objectives of the Company.
2. For the services rendered by you, you shall be paid Salary, Allowances and Perquisites as per **Annexure-I** attached here to.
3. You shall be entitled to retirement benefits in the manner and to the extent stated below:
 - a) Provident Fund contribution at the maximum prescribed rate i.e. presently 12%, on maximum of prescribed salary of Rs.15000/- per month.
 - b) Gratuity benefit in accordance with the Payment of Gratuity Act, 1972.
4. The Company will also cover you and your family by a Health Insurance Policy as per company rules. Under this Policy, you will be entitled to obtain hospitalization expenses subject to fulfillment of terms and conditions prescribed therefore. However these facilities will not be extended to those who are covered under ESIC. You shall also be covered by a Personal Accident Insurance Policy.

5. You will be entitled to leave as per the rules of the company, depending upon your posting. Said leaves will, however, neither be eligible for carry forward nor encashable.
6. You have already joined and started discharging your duties and responsibilities on and from **October 05, 2020**

This letter is being issued in duplicate. Kindly sign and return the duplicate copy of this letter as a token of your having accepted and agreed to the terms and conditions contained in this letter and also in Annexure-II attached herewith.

Looking forward to a long and fruitful association.

Thanking you,

Yours faithfully,

For IFGL Refractories Limited

Kamal Sarada

Kamal Sarada
Director & CFO



Date : 30th January 2020
Ref. : MT / OL / MD / 2020

To,
Mr. Sagnik Gangopadhyay,
CA-235 Salt Lake City,
Sector 1, P.O Bidhannagar CC Block,
Kolkata - 700064

Contents of this letter are
STRICTLY CONFIDENTIAL
and should not be divulged to
anyone

SUB: LETTER OF INTENT

Dear Mr. Sagnik Gangopadhyay,

Based on your application and subsequent interview you had with us we are pleased to offer you the position of 'Management Trainee – IPNR'.

1. You will undergo training for 1 (ONE) year.
2. The details of your compensation have been attached as in **Annexure A**.
3. You will also be eligible for Travelling Allowance / Daily Allowance as applicable to your grade.
4. You are entitled for 8 days casual leave & 7 days of sick leave during the period of your training.
5. A detailed copy of the letter of Appointment will be shared with you at the time of you joining the company.
6. You are requested to submit your documents as given in **Annexure B**, at the time of joining. This offer is subject to your documents submitted at our end being found in order.
7. This offer is being shared with you subject to you being declared medically fit by our authorized doctors. Please refer to **Annexure C**.
8. Enclosed is an Authorization Letter for background screening which may be carried out after you join our company. Please refer to **Annexure D**.
9. You will be appraised after One year and also at the end of your training period. Based on your performance, should it be found satisfactory, you will be absorbed as Assistant Manager – in JM1 grade.
10. You shall not, except as authorized in writing or as required strictly for the performance of your duties, reveal to any person, firm, media, concern or any other party any of the trade secrets, work related processes, confidential information, dealings, operations or any other details concerning the company's business, organization, finances, transactions or any other affairs or matters of the company or any its subsidiaries, affiliated concerns, related companies or relating to any of its customers / consumers and shall keep in complete secrecy all such matters. You hereby agree to strictly comply with these conditions even after your separation from the Company for any reason whatsoever.

PRISM JOHNSON LIMITED
(FORMERLY PRISM CEMENT LIMITED)

H & R Johnson (India) Division

Corporate Office: 7th Floor, Windsor, C.S.T. Road, Kalina, Santacruz (E), Mumbai - 400 098, India.

T: +91-22-4064 7300 / 2654 7300

Registered Office: Prism Johnson Limited, 305, Laxmi Niwas Apartments, Ameerpet, Hyderabad - 500 016, India.

W: www.prismjohnson.in, www.hrjindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

11. You shall devote the whole of your work time, attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside employment you may hold as at the date of your employment. You shall not be permitted to take up outside employment for remuneration or otherwise without the prior written approval of the Company. If, during the term of your employment, you undertake such outside employment without prior approval, you will be liable to immediate dismissal.
12. You will be responsible for the safe custody of all company's material, documents, literature, goods, and records, movable and immovable property that may be issued to you or come to your possession during the course of your employment. In case of any damage or loss to the same, the company shall have the absolute right to make good the same from your compensation or dues or any of your personal belongings.
13. You represent or agree that, you have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations.
14. During this training period, you may be located at any part of India and you shall be liable to be transferred to any of the locations / departments / workplaces / plant of the company or its associates, subsidiaries, or group companies anywhere in India. You will observe the duty hours prevailing in the location/department/workplace where you are so transferred or deputed to work, from time to time.
15. During this training period, your services can be terminated by either side, giving other side one months's notice in writing, or payment of one month's salary in lieu thereof.

This Offer Letter is being issued to you with the advice to join latest by **01st July 2020**.

Kindly sign the copy of this letter as a token of acceptance.

Thanking you,

Yours faithfully,

For **Prism Johnson Limited**,
(Formerly **Prism Cement Ltd.**)
H & R Johnson (India) Division


Sandeep Banerjee
Senior Vice President - HR

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(FORMERLY PRISM CEMENT LIMITED)

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CIN: L26942TG1992PLC014033

ANNEXURE A

NAME : MR. SAGNIK GANGOPADHYAY
DESIGNATION : MANAGEMENT TRAINEE - IPNR
GRADE : JM1
LOCATION : PEN

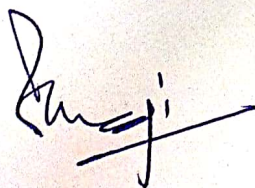
SALARY DETAILS	ON JOINING	ON CONFIRMATION
A) Basic Pay + Other Allowances	Amt. (Rs.)	Amt. (Rs.)
Stipend	39,266	
Basic		15,000
H. R. A.		6,000
Education Allowance		2,000
Medical Allowance		3,000
Conveyance Allowance		1,600
Efficiency Allowance		4,000
Professional Attire		1,500
Special Allowance		11,728
Total of (A)	39,266	44,828
B) Retirement + Annual Benefits		
Company's Contribution to P.F.	1,800	1,800
L.T.A.*		1,250
Gratuity @ 4.81% as per Gratuity Act	601	722
Bonus		1,400
Total of (B)	2,401	5,172
Total of (A) + (B) per month	41,667	50,000
Total of (A) + (B) per annum	5,00,004	6,00,000
C) Incentive - KPI Based	1,00,000	1,00,000
Total of (A) + (B) + (C) per annum	6,00,004	7,00,000

Note:

- *LTA is payable annually after confirmation.

In addition : you will be covered upto a limit of -
Health Insurance (hospital coverage) for self and Family - 3.0 Lacs
Group Term Life Insurance - 8.0 Lacs
Group Personal Accident Policy - 15.0 Lacs
Group Critical Illness Policy - 4.0 Lacs

Date : 30th January 2020
Ref : MT/OL/ MD /2020



ANNEXURE D

AUTHORIZATION LETTER

To Whomsoever It May Concern

I hereby authorize **PRISM JOHNSON LIMITED** (Formerly Prism Cement Limited) to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational/Professional Credentials and my Criminal/Address background check.

The outside Background Screening Agency may obtain appropriate information from different sources as per the details mentioned in my application form submitted to my Employer, which includes Employment history from my current/previous employer, Educational / Professional Credentials to be checked from school / College / University Autonomous Institute and my Criminal/Address background check from Civil / Credit violations records.

The outside Background Screening Agency reserve the rights to obtain appropriate information from any individual, corporation or any confidential information deemed necessary to check my credentials and furnish the same to my employer.

I unconditionally release all concerned parties from all liabilities that might arise as a result of my background verification check and also do not hold responsible, any individual, corporation or private and public entity as a consequence of this check.

I also authorize release of this information in original, fax or photocopy form as deemed necessary and authenticate the validity of the same.

Name of the Candidate : MR. SAGNIK GANGOPADHYAY

Signature of the Candidate : _____

Date : _____

Employer Seal : _____

PRISM JOHNSON LIMITED
(FORMERLY PRISM CEMENT LIMITED)

H & R Johnson (India) Division

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W: www.prismjohnson.in, www.hrjindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE B

Dear Candidate,

You are required to submit the following documents at the time of joining our organization, i.e. on or before **01st July 2020**.

1. Medical Fitness Certificate along with the Medical Reports.
2. Relieving Letter from the previous organization worked.
3. Photocopies of Experience Letter from all the previous organization worked along with originals.
4. Pan Card Photocopy. **In case you do not have one, please apply immediately and give us the number at the time of joining.**
5. Aadhar Card Photocopy
6. Photocopies of Educational Certificates (S.S.C., H.S.C., Graduation, Post-Graduation, and any Professional Courses) along with original certificates.
7. Salary Certificate giving tax deducted in the current financial year from your present employer.
8. Age Proof (Birth Certificate/School Leaving Certificate/Driving License etc.)
9. Passport size Photos – 4. (white background)

*** Please note that in absence of the above mentioned documents your hiring formalities would not be completed resulting in salary being not processed.**

ANNEXURE C

Dear Candidate,

We have a tie-up with **Apollo Hospitals & Apollo Health Clinics** & you are advised to undergo the following Pre-employment medical tests, by sending an email at corporate@apolloclinic.com in the following format: (Excel Sheet Attached for Location Details)

Date of Check-up	Name of the Candidate	Type of Package	Location for Medical Check-Up	Name of The Clinic	Company Name	Email ID of the Candidate
		H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820			H & R JOHNSON INDIA	

Packages for Pre-employment medical tests for PAN India:

PACKAGE 1: H & R JOHNSON INDIA - PMC 36Y & ABOVE - PAN INDIA - FY1820

FOR 36 YEARS & ABOVE AGE: COST= Rs. 2000/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 2000/- on submission of necessary bills, on joining.

1. ALT(SGPT) - Serum / Plasma
2. AST (SGOT) - Serum
3. Bilirubin Serum – Total/Direct/Indirect
4. Cholesterol - Serum / Plasma
5. Creatinine - Serum / Plasma
6. Glucose – Serum / Plasma (Blood Sugar – FF & PP)
7. Glycosylated Hemoglobin (HbA1C) - Whole Blood
8. Blood Grouping And Rh Typing (Abo And Rh)
9. Cardiac Stress Test- (TMT)
10. ECG
11. Basic Ophthal Checkup
12. Package General Consultation
13. Hemogram
14. Urine Routine (CUE)
15. Stool Routine
16. X-Ray Chest PA

PACKAGE 2: H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820

FOR BELOW 35 YEARS OF AGE: Cost = Rs.1050/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 1050/- on submission of necessary bills, on joining.

1. Cholesterol - Serum / Plasma
2. Creatinine - Serum / Plasma
3. Glucose – Serum / Plasma (Blood Sugar – FF & PP)
4. Blood Grouping And Rh Typing (Abo And Rh)
5. ECG
6. Basic Ophthal Checkup
7. Package General Consultation
8. Hemogram
9. Urine Routine (CUE)
10. Stool Routine
11. X-Ray Chest PA

In the event you undergo a Pre-employment Medical Checkup **from other than Apollo Hospitals or Apollo Health Clinics**, you need to do the above tests as per your age & will be reimbursed to the maximum of **Rs. 1800/-**.

***IT IS MANDATORY TO SUBMIT THE MEDICAL FITNESS CERTIFICATE ALONG WITH THE MEDICAL REPORT.**



31 August, 2020

HIL/HRD/LOI/00066320

Mr. SAGNICK ROY

42, ANUSREE PALLY KAMARHATI, ARIADHA
KOLKATA NORTH 24 PARAGANAS - 700057

Sub: Letter of Offer

Dear Mr. SAGNICK ROY,

This is in reference to your application and the personal discussions you had with us.

We are pleased to *offer you the position of **GRADUATE ENGINEER TRAINEE - PRODUCTION** in our organization on the terms and conditions mutually agreed upon. You will be based presently at our **NIMRANA-WATER H**.

Prior to the day of joining, you are requested to upload enclosed forms/documents in our Candidate portal and also bring original documents for verification and attestation by HR Department:

1. Date of Birth Certificate (High School) and all qualification certificates (as per resume)
2. Copy of PAN CARD / Proof of PAN Application and Copy of Aadhaar Card.
3. Copy of Universal Account Number (UAN PF)
4. Proof of Residential Address
5. Cancelled Bank Cheque
6. 3 Nos. individual passport sized photographs of self, 1 No. each of your spouse, children & parents separately
7. Copy of Resignation and relieving letter (on joining)

Your joining date is **on or before 21 September 2020 at 09:00 AM** at our **NIMRANA-WATER H** subject to receipt of above documents at the time of joining. The detailed e-Appointment Letter will be issued to you on your joining the organization.

Please return duplicate copy of this letter duly signed by you as a token of your acceptance immediately addressed to HRD Department, QRG Towers, Plot No. 2D, Sector - 126, Express Way, Noida (U.P.) or E-mail scan copy at Sneha.Das@havells.com. In case you fail to do so the offer will stand cancelled.

Probation : *NOTE - Acceptance of this LOI will not vest any right of Employment with HIL as the same is subject to outcome of the verification of documents, information and personal/professional background. HIL reserves its right to revoke /withdraw this LOI at any stage, if any discrepancy and/or anything against the Candidate is brought/comes to the knowledge of HIL which in the opinion of HIL is undesirable and the decision of HIL will be final and binding.

Yours faithfully,
For HAVELLS INDIA LIMITED

Authorised Signatory

I hereby accept this letter of offer and
Confirm that I will join on 15.09.2020

Signature Sagnick Roy

HAVELLS INDIA LTD.

Corporate Office: QRG Towers, 2D, Sector 126, Expressway, Noida - 201304, U.P. INDIA
Tel: +91-120-3331000, Fax: +91-120-3332000

E-mail: marketing@havells.com, www.havells.com

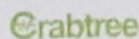
Registered Office: 904, 9th Floor, Surya Kiran Building,
K.G. Marg, Connaught Place, New Delhi - 110001, (INDIA)

Consumer Care No.:

1800 103 1313, 1800 11 0303 (All Connections), 011-4166 0303 (Landline)

CIN: L31800DL1983PLC011504

GSTIN: 09AAAGH0001E123



FAU Erlangen-Nürnberg * Postfach 3520 * D-91023 Erlangen

Frau
Semanti Banerjee
3C, Gule Para Road, Behala, Bakultala
IND-700061 Kolkata

Zentrale Universitätsverwaltung

Referat L4
Masterbüro
Ansprechpartner: Masterbüro-Team
Schloßplatz 4, D-91054 Erlangen
Raum: 0.031
Tel.: (09131) 85 -24423 / -26962 / -26970
Fax: (09131) 85-22131
Internet: <http://www.fau.de>
E-Mail: zuv-masterbuero@fau.de
Unser Zeichen: L 4-219-23.5/220

59 (30.09.2020)

Erlangen, den 26.05.2020

Bewerbernummer: 271275

**Annahme unter Vorbehalt: Nachweis des ersten Studienabschlusses bei der
Immatrikulation zum Studium Master of Science Advanced Materials and Processes,
Fachsemester 1, zum Wintersemester 2020/21**

Sehr geehrte Frau Banerjee,

herzlichen Glückwunsch, die zuständige Zugangskommission hat Sie im oben genannten Studiengang zum Studium an der FAU Erlangen-Nürnberg für das kommende Semester unter Vorbehalt ausgewählt.

Vorbehalt: Der erste Studienabschluss muss im Original bei der Immatrikulation vorgelegt werden.

Diese Zulassung wird unwirksam, wenn die Bedingung(en) nicht erfüllt wird/werden. Die Studienaufnahme und der Erwerb des Masterabschlusses sind dann nicht möglich.

Bitte beachten Sie, dass diese Zusage zeitlich nur befristet gültig ist und Ihr Anspruch auf den Studienplatz im Masterstudium nach Ablauf der Einschreibefrist leider verfällt. Wir bitten Sie daher, sich im Rahmen der Einschreibefrist bei der Studentenzentrale der FAU Erlangen-Nürnberg zu immatrikulieren. Die Details zur Einschreibung und zur Einschreibefrist sind hier hinterlegt: <https://www.fau.de/education/bewerbung/einschreibung-immatrikulation/>

Angaben zur persönlichen oder postalischen Immatrikulation finden Sie in Ihrem Immatrikulationsantrag, den Sie sich auf <https://campo.fau.de> ausdrucken können.

Wenn Sie bereits für das Bachelorstudium bei uns immatrikuliert sind, schicken Sie den Fachwechselantrag (<https://www.fau.de/education/beratungs-und-servicestellen/studierendenverwaltung>) mit einer Kopie der Zulassung an die Studentenzentrale. Dort wird dann die Umschreibung in den Masterstudiengang vorgenommen. Die geänderten Immatrikulationsbescheinigungen können Sie sich dann in mein campus ausdrucken.

Beachten Sie die Antrags- und Immatrikulationsfrist nicht, wird der vorliegende Bescheid ungültig und Sie verlieren Ihren Studienplatz.

Mit freundlichem Gruß
gez. Raspe

Hinweis: Bitte **speichern Sie sich den Bescheid** ab, damit Sie auch zu einem späteren Zeitpunkt jederzeit darauf zugreifen können. Nach Abschluss der aktuellen Verfahrensrunde werden alle Daten aus Campo bereinigt und ab dann steht der Bescheid nicht mehr zur Verfügung.

Please refer to the following English explanation of the letter of notification for your information.

Admission with reservations: Proof of the first academic degree must be presented on enrolment for a Master`s degree programme Master of Science Advanced Materials and Processes, semester 1, for the Wintersemester 2020/21

The admissions committee responsible has decided to admit you with reservations to the above mentioned Master`s degree programme offered by Friedrich-Alexander-Universität Erlangen-Nürnberg (FAU) in the coming semester.

Reservation: *The original certificate for your first academic degree must be presented on enrolment.*

Furthermore, the following condition(s) must be fulfilled within a period of one year at the latest after commencing the Master`s degree programme:

Please note that this letter of acceptance will become invalid if you do not fulfil the condition(s) within the stipulated time. In this case you are not allowed to begin or continue your studies and to obtain the Master`s degree.

Please note that this letter of acceptance is only valid for a limited amount of time, your entitlement to a place on the degree programme will expire after the enrolment deadline. We kindly ask you to enrol in person at the Student Records Office within the enrolment period. Details on the enrolment process and the enrolment period can be found at <https://www.fau.eu/study/prospective-students/application-and-enrolment/deadlines-and-documents-for-enrolment/>

Information on personal or postal enrolment can be found in your enrolment application, which you can print out from <https://campo.fau.de>.

If you are already enrolled in a Bachelor`s degree programme, please send an application to change degree programme available at <https://www.fau.de/education/beratungs-und-servicestellen/studierendenverwaltung/> and a copy of your admission letter to the Student Records Office who will update your records. The updated enrolment certificate can then be printed out from mein campus.

If you do not adhere to the application and enrolment deadlines, you will lose your offer of a place at the University.

Please save this letter so you can access it at later point in time, as application data will be deleted from the system at the end of each application period.

Date : 30th January 2020
Ref. : MT / OL / MD / 2020

To,
Ms. Shreya Datta,
Aurobinda Pally, Khadinamore,
Chinsurah, Hoogly - 712101

Contents of this letter are
STRICTLY CONFIDENTIAL
and should not be divulged to
anyone

SUB: LETTER OF INTENT

Dear Ms. Shreya Datta,

Based on your application and subsequent interview you had with us we are pleased to offer you the position of 'Management Trainee – IPNR'.

1. You will undergo training for 1 (ONE) year.
2. The details of your compensation have been attached as in **Annexure A**.
3. You will also be eligible for Travelling Allowance / Daily Allowance as applicable to your grade.
4. You are entitled for 8 days casual leave & 7 days of sick leave during the period of your training.
5. A detailed copy of the letter of Appointment will be shared with you at the time of you joining the company.
6. You are requested to submit your documents as given in **Annexure B**, at the time of joining. This offer is subject to your documents submitted at our end being found in order.
7. This offer is being shared with you subject to you being declared medically fit by our authorized doctors. Please refer to **Annexure C**.
8. Enclosed is an Authorization Letter for background screening which may be carried out after you join our company. Please refer to **Annexure D**.
9. You will be appraised after One year and also at the end of your training period. Based on your performance, should it be found satisfactory, you will be absorbed as Assistant Manager – in JM1 grade.
10. You shall not, except as authorized in writing or as required strictly for the performance of your duties, reveal to any person, firm, media, concern or any other party any of the trade secrets, work related processes, confidential information, dealings, operations or any other details concerning the company's business, organization, finances, transactions or any other affairs or matters of the company or any its subsidiaries, affiliated concerns, related companies or relating to any of its customers / consumers and shall keep in complete secrecy all such matters. You hereby agree to strictly comply with these conditions even after your separation from the Company for any reason whatsoever.

PRISM JOHNSON LIMITED
(FORMERLY PRISM CEMENT LIMITED)

H & R Johnson (India) Division

Corporate Office: 7th Floor, Windsor, C.S.T. Road, Kalina, Santacruz (E), Mumbai - 400 098, India.

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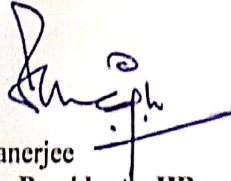
11. You shall devote the whole of your work time, attention and abilities to carrying out your duties under this employment. You shall declare, in writing, any outside employment you may hold as at the date of your employment. You shall not be permitted to take up outside employment for remuneration or otherwise without the prior written approval of the Company. If, during the term of your employment, you undertake such outside employment without prior approval, you will be liable to immediate dismissal.
12. You will be responsible for the safe custody of all company's material, documents, literature, goods, and records, movable and immovable property that may be issued to you or come to your possession during the course of your employment. In case of any damage or loss to the same, the company shall have the absolute right to make good the same from your compensation or dues or any of your personal belongings.
13. You represent or agree that, you have no criminal record nor have any criminal or civil actions been initiated against you, at any time, which you have not disclosed to the Company and you have declared to the Company any technical breaches of any security laws or regulations.
14. During this training period, you may be located at any part of India and you shall be liable to be transferred to any of the locations / departments / workplaces / plant of the company or its associates, subsidiaries, or group companies anywhere in India. You will observe the duty hours prevailing in the location/department/workplace where you are so transferred or deputed to work, from time to time.
15. During this training period, your services can be terminated by either side, giving other side one month's notice in writing, or payment of one month's salary in lieu thereof.

This Offer Letter is being issued to you with the advice to join latest by **01st July 2020**.

Kindly sign the copy of this letter as a token of acceptance.

Thanking you,

Yours faithfully,
For Prism Johnson Limited,
(Formerly Prism Cement Ltd.)
H & R Johnson (India) Division


Sandeep Banerjee
Senior Vice President – HR

PRISM JOHNSON LIMITED
(FORMERLY PRISM CEMENT LIMITED)

H & R Johnson (India) Division

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W: www.prismjohnson.in, www.hrjindia.com E: info@prismjohnson.in

CIN: L26942TG1992PLC014033

ANNEXURE A

NAME : MS. SHREYA DATTA
DESIGNATION : MANAGEMENT TRAINEE - IPNR
GRADE : JM1
LOCATION : PEN

SALARY DETAILS	ON JOINING	ON CONFIRMATION
A) Basic Pay + Other Allowances	Amt. (Rs.)	Amt. (Rs.)
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H. R. A.		6,000
Education Allowance		2,000
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Note:

- *LTA is payable annually after confirmation.

In addition : you will be covered upto a limit of -
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Group Term Life Insurance - 8.0 Lacs
Group Personal Accident Policy - 15.0 Lacs
Group Critical Illness Policy - 4.0 Lacs

Date : 30th January 2020
Ref : MT/OL/ MD /2020

[Handwritten Signature]

MD

ANNEXURE B

Dear Candidate,

You are required to submit the following documents at the time of joining our organization, i.e. on or before **01st July 2020**.

1. Medical Fitness Certificate along with the Medical Reports.
2. Relieving Letter from the previous organization worked.
3. Photocopies of Experience Letter from all the previous organization worked along with originals.
4. Pan Card Photocopy. **In case you do not have one, please apply immediately and give us the number at the time of joining.**
5. Aadhar Card Photocopy
6. Photocopies of Educational Certificates (S.S.C., H.S.C., Graduation, Post-Graduation, and any Professional Courses) along with original certificates.
7. Salary Certificate giving tax deducted in the current financial year from your present employer.
8. Age Proof (Birth Certificate/School Leaving Certificate/Driving License etc.)
9. Passport size Photos – 4. (white background)

*** Please note that in absence of the above mentioned documents your hiring formalities would not be completed resulting in salary being not processed.**

ANNEXURE C

Dear Candidate,

We have a tie-up with **Apollo Hospitals & Apollo Health Clinics** & you are advised to undergo the following Pre-employment medical tests, by sending an email at corporate@apolloclinic.com in the following format: (Excel Sheet Attached for Location Details)

Date of Check-up	Name of the Candidate	Type of Package	Location for Medical Check-Up	Name of The Clinic	Company Name	Email ID of the Candidate
		H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820			H & R JOHNSON INDIA	

Packages for Pre-employment medical tests for PAN India:

PACKAGE 1: H & R JOHNSON INDIA - PMC 36Y & ABOVE - PAN INDIA - FY1820

FOR 36 YEARS & ABOVE AGE: COST= Rs. 2000/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 2000/- on submission of necessary bills, on joining.

- | | |
|---|--|
| 1. ALT(SGPT) - Serum / Plasma | 8. Blood Grouping And Rh Typing (Abo And Rh) |
| 2. AST (SGOT) - Serum | 9. Cardiac Stress Test- (TMT) |
| 3. Bilirubin Serum – Total/Direct/Indirect | 10. ECG |
| 4. Cholesterol - Serum / Plasma | 11. Basic Ophthal Checkup |
| 5. Creatinine - Serum / Plasma | 12. Package General Consultation |
| 6. Glucose – Serum / Plasma (Blood Sugar – FF & PP) | 13. Hemogram |
| 7. Glycosylated Hemoglobin (HbA1C) - Whole Blood | 14. Urine Routine (CUE) |
| | 15. Stool Routine |
| | 16. X-Ray Chest PA |

PACKAGE 2: H & R JOHNSON INDIA - PMC BELOW 35Y - PAN INDIA - FY1820

FOR BELOW 35 YEARS OF AGE: Cost = Rs.1050/-

You need to pay to the Hospital/Clinic & the company will reimburse you to the extent of Rs. 1050/- on submission of necessary bills, on joining.

- | | |
|---|---------------------------------|
| 1. Cholesterol - Serum / Plasma | 6. Basic Ophthal Checkup |
| 2. Creatinine - Serum / Plasma | 7. Package General Consultation |
| 3. Glucose – Serum / Plasma (Blood Sugar – FF & PP) | 8. Hemogram |
| 4. Blood Grouping And Rh Typing (Abo And Rh) | 9. Urine Routine (CUE) |
| 5. ECG | 10. Stool Routine |
| | 11. X-Ray Chest PA |

In the event you undergo a Pre-employment Medical Checkup **from other than Apollo Hospitals or Apollo Health Clinics**, you need to do the above tests as per your age & will be reimbursed to the maximum of **Rs. 1800/-**.

***IT IS MANDATORY TO SUBMIT THE MEDICAL FITNESS CERTIFICATE ALONG WITH THE MEDICAL REPORT.**

CREATIVE CHEMICALS

(Rep. of SOJITZ Corpn. Japan)

31A, Sakharam Ganesh Dauskar Sarani, (Formerly 31A, Townshend Road)
2nd Floor, Kolkata - 700 025

Tel. : 91-33-2486-7093 / 2475 0020 / Mobile : 98311 66216, 98744 22803

E-mail : niccalgcom@creativechem.net / noveli@creativechem.net

C. E. No. : 0016 54037324 • GSTIN : 19AIEPM6160D1ZC

Date : 20TH March , 2020

Mr. Souradeep Ghosh,
23/2 'S' Road,
Mansatala,
Howrah – 711105,
West Bengal, India.

Dear Mr. Souradeep Ghosh ,

We have pleasure in appointing you as Marketing Executive of the Company, effective June 01, 2020 on the following terms and conditions :

1. You will be entitled to a Gross Salary of Rs. 30,000/- per month and as applicable to your category of employees. Salary will be transferred by 25th of each calendar month by Direct Credit to your bank account .
2. Your reporting and responsibilities will be advised to you by Creative Chemicals Head or any person nominated by us. You will be posted at Creative Chemicals office at Kolkata to promote the Refractory and other related raw materials sales to across the industry related to Steel or Aluminium manufacturers. All information you will be exchanging by email to Sojitz Tokyo office and us. Also if required, you will visit other Steel Plant in India for same purpose based on our decision. In case of visit to any customer in India we will pay you all necessary travel cost as well as hotel cost on actual basis.
3. You will be under 3 months probation with effect from June 01, 2020 and upon your satisfactory performance within this 3 months, you will be a regular staff of our Company. Even during probation same salary will be paid.
4. It is expected that you will discharge your assigned responsibilities with high standard of performance, quality, integrity and discipline.
5. During the Service period, the services can be terminated from either side by giving one month notice or salary in lieu thereof

(2)

Upon termination of employment, you will also return all company property and relevant documents which may be in your possession like personal computer and the related business files.

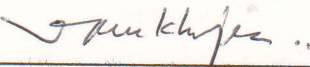
6. You shall, while in the services of the company, devote your full time and attention exclusively for the Company's work and responsibilities assigned to you. You shall not engage in any other commercial / business pursuit, either part time or otherwise, for any monetary gains with any other company. If company came to know for such kind of work then employment will be terminated without any notice .
7. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offer, design documents, Project cost & Estimation, Technology, Company's Policies. No discussion with any third party about the business will not be allowed .
8. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
9. 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 Company without any hesitation .
10. You shall be obliged to follow the work processes, technical standards, protocols and general instructions issued thereof.
11. Your appointment is subject to your being medically sound and remaining medically fit.
12. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information wilfully suppressed, your appointment would be liable for termination without any notice or compensation.
13. You will be eligible for the leave as per NI Act Holidays declared by Govt. of India.

(3)

You are requested to sign this letter, signifying your acceptance of the same, for our necessary records.

Yours faithfully,

Accepted :



(JAYANTA MUKHERJEE)
Proprietor

(SOURADEEP GHOSH)

Date : 20TH March 2020



Date : 09-11-2020

Mr. Souryadip Mondal,
11-Umesh Banerjee Lane,
Howrah-711101
(West Bengal)

Dear Sir,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as Exe. Engineer Trainee in Glazing Department w.e.f. 09.11.2020 in our organization on the following terms and conditions:-

1. You will be paid the following remuneration(subject to statutory deductions):-

(a). Basic Salary : Rs. ~~12750~~25/- (Rupees Twelve thousand seven hundred twenty five only) per month.

(b) Bonus : 20% of the Basic Salary.
That out of 20% Bonus payable to you 10% will be paid alongwith monthly salary and balance 10% will be paid at the time of annual Bonus payable to other employees of the company in case of Bonus Act being applicable. Otherwise within eight months from the close of the accounting year.

(c) H.R.A. : Rs.2545/- (Rupees Two thousand five hundred forty five only) per month.

(d) P.F. : As per rules.

(e) Gratuity : As per rules.

2. Your appointment as trainee will be for one year.

Medical Fitness Declaration

|| TRL Krosaki Refractories Limited, Belpahar

Inbox



Sony Mehta 06/10/2020

to rajkumardutta1997abc@g... v



Dear Candidate,

Let me congratulate on your selection to join TRL Krosaki as Graduate Trainees!

Before the offer letter is mailed to you by my team member, you are requested to fill the medical fitness declaration form.

Pl note the tentative joining date is kept as 15th October, 2020. Therefore request you to submit the document immediately.

Regards,

Sony Mehta



Sony Mehta

Assistant General Manager (HR)

TRL KROSAKI REFRACTORIES LIMITED

CIN : U26921OR1958PLC000349

P.O.:Belpahar Dist.:Jharsuguda 768218 Odisha India

P 8455868277 | M 8455868277

E sony.mehta@trlkrosaki.com

W <https://www.trlkrosaki.com>



Follow us on





8th Feb, 2021

Swastik Chatterjee
S/o, Shri Mrinal Chatterjee
Raghunathpur , Jhargram, West Bengal 721507
Aadhar ID - 7838 0677 6600

Sub: Offer of Employment for a Position of Software Developer

Hi Swastik,

Congratulations! Welcome to 'Asmaka Ventures' - the work-house for creating Next Generation IPs on Data and Analytics

Subsequent to our discussion and your keen interest on taking up the subject role, we are pleased to offer you an employment. During the tenure, your engagement would be governed by the following terms and conditions

- *'What You would be Doing'*

Our management team will communicate and govern your roles and responsibilities in the organization from time to time, primarily in an end-to-end cycle of product management i.e development, testing, integration, deployment at customer location, customer support etc but not limiting to these tasks

We encourage our people to perform any responsibilities, be it administrative, managerial, supervisory, technical or any other odd functions which are of organization's interest and we expect you to be bound to carry out such functions at all times

- *'Your Compensation'*

You will be entitled for a fixed annual pay of INR 180,000 (Rupees One Lac Eighty Thousand only), payable monthly on a pro-rated basis subject to all kinds of statutory deductions and taxes (and / or any exemption based on declaration and production of proofs in accordance and provision to various income tax laws), as applicable during employment tenure in accordance to law of land



Any offer including this number, is a confidential arrangement between management and you; hence any such transactions are advised to be kept strictly confidential.

- ***'Your Place of Work'***

You will be working from our development center / customer locations anywhere and in current circumstances, as conveyed by management.

- ***'Evaluation Timeframe'***

You will be on evaluation for the first Three (03) Months of continuous employment with the organization ("Asmaka Ventures"), termed as *'Probation period'*. Confirmation or extension of probation is solely based on your performance and at discretion of management of organization. During your probation period, you are not eligible for any leaves (National Holidays are excluded) unless and other than serious personal illness (ascertained by Doctor)

- ***'Time to Work and Take a Break Policy'***

- 5 Days a Week (Standard 45 Hours of Business Per Week) in general subject to work demand on Weekends and Holidays *'on need'* basis (Service Delivery requirement)
- Work on Holidays (and not weekends) can be adjusted as "Compensatory Off" in discussion with management without affecting any delivery commitment
- Upon completion of your probation, you will be entitled as per "Leave Policy" of organization as indicated but not limited to as laid in the following :
 - ✓ Eligible for all *National Holidays* as per National Instruments act (upto 9 common holidays as declared by Central & State Government in one financial year)
 - ✓ Further eligible for Six (6) *Paid holidays as Casual Leave and Six Medical Leaves (on actual illness)* in each financial year on pro-rata basis (which could not be carried forward in next financial year)
 - ✓ No leaves are "encashable" during employment or at exit as settlement

- ***'Let Us Grow Together'***

Increment / Promotion / Any Incentive scheme is solely at discretion of management based on your as well as Organization's ("Asmaka Ventures") performance and is not guaranteed. However management team will strive to keep *'You Happy and Engaged'*

- ***'Break Up'***

We don't want ! But in event we choose to be apart, your employment will be subject to termination with *One (01) Month's notice* from either side, after the confirmation from Probation



period (or *Fifteen (15) Days* during probation period) or your regular compensation (as applicable) in lieu thereof.

However, any breach of discipline or act of crime as per law of land, would result in immediate termination, without any notice (or salary in lieu of) whatsoever.

- *'Confidentiality and Rights of Organization'*

- During your employment, any other form of direct or indirect engagement with other establishment/s of similar / identical trade, be of honorary or remunerative are strictly prohibited without a written consent of the management of organization
- During employment and even after the agreement ceases, we will be appreciating your sincerity in keeping our product line (Intellectual Property of Organization) and / or any technical, trade or business data or any other information confidential which you would have gathered during your employment
- You will assign the Organization ("Asmaka Ventures") *right, title and interest* in any invention or improvement that you make solely or jointly in the course of your employment tenure relating to the products / services marketed or developed and you will perform any acts, execute such documents without expenses to you which, in the judgment of the organization, may be needful or desirable to secure to the organization patent protection and any / all rights relating to invention or improvements

- *'Some Basics - Lets rewind'*

- Maintaining appropriate professional discipline and dignity of your organization
- Intimating any change in your communication address and contact detail with required proof with immediate effect; it comes very important at times!
- During employment with the organization or after exit, you will not take with you any material, data, algorithm, letter and / or other any documents including to Software / Product or copy of the writing of any nature whatsoever pertaining to the business of the organization ("Asmaka Ventures"), or any of its associates
- Keeping safe custody of organization assets such as laptops, documents, customer proprietary documents etc as may be issued to you or may come in your possession and shall return the same when required



Looking forward to jointly making Asmaka a great place to work !

Warm Regards

**ABIRA
CHATTOPADH
YAY**

Digitally signed by
ABIRA CHATTOPADHYAY
Date: 2021.02.08
19:03:37 +05'30'

Abira Chattopadhyay
(*Founder & CEO*)

Registered Address : Unit GB, Prachit, 78/1 RK Chatterjee Road, Kolkata 700042
Tel No : 98306 30616

Date of Joining : 9th Feb, 2021

This letter is signed in Digital Certificate. Please send a line of acceptance of offer over email.



Cognizant Offer Letter

1 message

<TalentAcquisitionGroup@cognizant.com>

To: rajatbharat59@gmail.com

Tue, 17 Dec 2019 at 14:42

Dear Rajat,

Warm greetings from Cognizant!

Congratulations and welcome to Cognizant family!! Attached is the soft copy of the offer letter. We are sure that there will be a lot of mutual value adds with the beginning of your association with Cognizant!

While you read through the offer, we would like you to make a note of the following,

The offer made is based on internal parity and the overall structure in Cognizant. Cognizant incentives schemes are the best in the industry. One of the major USP is our Annual Bonus - It is here we try and reward those who have performed outstandingly.

You will receive a mail from CognizantHR@cognizant.com to help you with the pre-joining formalities with us.

We are really excited to have you on-board.

Best Regards
Cognizant HR - Talent Acquisition Group

Please do not delete this mail as it cannot be resent. Replies to this message are undeliverable and will not reach the Talent Acquisition Group. Please do not reply.

TRAINEE APPOINTMENT LETTER

Date: 04 June 2021

Name: Krishnendu Nandy

Address: Mayra Para, Kalitala, Mayra Para, Khanpur - 712308.

Dear Mr. Krishnendu Nandy,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited (“**Company**”), on the following terms and conditions:

1. Date of Joining & Work Location:

Your appointment becomes effective from the date of joining the services of the Company, which date shall be not later than **04 June 2021**.

Your work location would be **Bangalore** or any other location as assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. Department, Designation & Reporting Manager:

Department: - **Tech**

Designation: - **Trainee - Tech**

Reporting Manager: - **Himanshu Shrivastava**

3. Cost to the Company:

Your annual Compensation including Benefits is **Rs.450000/-**. Your salary comprises of a Fixed Compensation and other benefits (Refer **Annexure 1** for detailed breakup).

Your salary will be revised yearly based on your satisfactory performance in the company determined at the sole discretion of the Company.

The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances
- (e) Or any other applicable statutory deductions

The Income Tax Liability with regards your salary and perks will your liability, and will be governed by the tax laws of the country as applicable from time to time.

Krishnendu Nandy

[Employee’s Signature]

Other Benefits

- **Health Insurance Scheme**

You are covered by the group Health Insurance Scheme by ICICI Lombard. This insurance entitles you and your spouse along with two kids towards hospitalization cover as per the policy. The premium for the same will be borne by the company. Parents are not covered for the policy.

- **Expense Reimbursement**

In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

4. Company Policies:

You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

5. Probation:

On joining the Company you shall be on probation for 60 days. The probationary period may be reduced or extended at the sole discretion of the Company. During this period, your employment may be terminated on giving 30 days notice with or without reason by the Company. You are also at liberty to resign from the services of the Company by giving 30 days notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation.

You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the Company.

6. Retirement Age:

The age of Superannuating of an employee from Company Service is 60 years. You shall however, during your employment be required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue that will be professionally determined by the Company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company. The Company shall have the right terminate your services immediately, in the event you are found to be medically unfit to perform your duties and responsibilities.

Krishnendu Nandy

[Employee's Signature]

7. Termination:

After confirmation of your appointment at the end of your period of probation, your services may be terminated in the following manner:

- (i) The Company will be entitled to terminate your services by giving you 30 days notice in writing, or by payment of 30 days salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 30 days notice in writing or 30 days salary in lieu of such notice.
- (ii) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (iii) In the event of your resignation from the services of the Company, you will be required to give the Company 30 days written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

8. Confidential Information:

As an employee, you may come in to possession of information confidential to Think & Learn and agree to keep confidential, Think & Learn's proprietary and confidential information obtained at any time during the period of your employment in the company. Confidential information includes, and is not limited to; course material, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information.

You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

Krishananda Nandy

[Employee's Signature]

9. Intellectual Property Rights:

All the Intellectual Property Rights in the material developed by you, class material and related documents shall at all times remain the property of Think & Learn. You shall provide all assistance and execute all deeds and documents required to vest the Intellectual Property Rights with Think & Learn. In the event any of the Intellectual Property Rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such Intellectual Property in perpetuity to Think & Learn. You shall not assert any right, title and interest over such Intellectual Property Rights.

10. Indemnity:

You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- (a) Any act or omission by you;
- (b) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- (c) Any representation or warranty or information furnished to the Company found to be false;
- (d) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- (e) Failure to adhere to the standards/specifications/policies of the Company.

11. General Provisions:-

- a) As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

Krishananda Nandy

[Employee's Signature]

- b) You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- h) The Company will deduct taxes as appropriate and consistent with the Indian Tax Regulation. You will be responsible for your tax liabilities under all-applicable tax laws and regulations.
- i) This letter constitutes the complete understanding between you and the Company regarding terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.
- j) All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka.

Krishnendu Nandy

[Employee's Signature]

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

Thanking you,

Yours faithfully



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

ACCEPTANCE

I accept the above mentioned terms and conditions.

Name: Krishnendu Nandy

Krishnendu Nandy

Signature:

Date: 04 June 2021



Private & Confidential

Ref. No: 337706WD

29th June 2022

**Mr. Bishwayan Saha
C/o. Mr. BIBHOR SAHA
Block-3. Flat-10, Belegata C.I.T Buildings(OLD), Kolkata, West Bengal**

Dear **BISHWAYAN**,

Sub: Contract of Employment

We are pleased to appoint you at Job Level of **Associate** and Management Level of **Consultant** in the **Technology Consulting** Sub Business of the **Advisory** Line of Service of **PricewaterhouseCoopers Services LLP** ("LLP"). It is expected that you would join on **11th July 2022**. This offer of appointment is subject to the terms and conditions attached hereto (Appendix A and Appendix B).

Your place of posting will be Kolkata DN 57.

Your Total Base Pay (i.e. annual fixed compensation) will be **Rs. 8,00,000/- (Rupees Eight Lakh only)** as detailed in **Appendix A**. You will also be eligible for annual variable pay as per the LLP's extant internal Policy as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the LLP's policies.

Appendix B lists out the broad terms and conditions of service governing your employment with the LLP. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the LLP as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

It is important to note that the LLP has a documented Human Capital Manual or Policy (hereinafter HC Policy). The HC Policy inter-alia contains various important provisions, for e.g. leaves, notice period, independence policy, etc. which are applicable to all staff members. Such provisions of HC Policy shall, by reference, be deemed to be part of your employment contract with the LLP and you shall at all times be bound by the same. Furthermore, all women employees are entitled to benefit under the Maternity Benefit Act, please refer to the Human Capital Manual or Policy as available under the "Policy House" for further details in this regard.

As an employee of the LLP, you are requested to go through the HC Policy and other policies or any amendment therein carefully to fully understand these provisions and its implication on your employment with the LLP.

In the event of any inconsistency between this employment contract and the HC Policy, the provisions of HC Policy shall supersede.



To confirm your acceptance to this agreement, please initial all the pages and put your signature on the declaration at the last page of this agreement and return to us the duplicate copy of the entire agreement duly initialed and signed. Please note that this offer shall remain open for 3 days post-receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected. In the event that you accept this offer, you are required to join your duties with us latest by **11th July 2022** failing which it shall be assumed that you have decided not to join and thus to have rejected this offer.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,
For **PricewaterhouseCoopers Services LLP**,

A handwritten signature in black ink, appearing to read 'Shakir', is written over a grey rectangular background.

Shakir Iqbal
Director - Human Capital

Initial of Employee _____



APPENDIX A

29th June 2022

Name: **Bishwayan Saha**
 Job Level: **Associate**
 Management Level: **Consultant**
 Sub SBU: **Advisory-Technology Consulting-Technology Consulting**
 Competency: **7410331|Emerging Technologies|Kolkata**
 Location: **Kolkata DN 57**

COMPENSATION DETAILS		
Elements	Monthly (Rs)	Annual (Rs)
Basic	₹26667	₹320000
House Rent Allowance	₹13333	₹160000
Provident Fund (Employers' Contribution)	₹3200	₹38400
Total	₹43200	₹518400
**Reimbursable Flexible Benefits (RFB) & Employers' contribution to National Pension Scheme		₹281600
Total Base Pay (i.e. Annual Fixed Compensation)		₹ 8,00,000
Variable Pay (earning potential @25% for Top Rater)* (The annual variable pay may range from 0% to 25% of the total base pay and will be based on the Company's extant Policy on this and subject to your performance rating as well as Company's Business performance for that financial year and will be prorated based on the number of days you serve with the Company during the applicable financial year, provided you are not serving your Notice period during the payout cutoff date prescribed by the Company which is 30 June.)		₹200000
Potential Total Cash Compensation in the first year		₹1000000
Gratuity (15 days of basic, after completion of 5 years of service)		₹15392
Insurance (Group Medical/Personal Accident/Term Life)		₹19815
Total Cost to Company in the first year		₹1035207
*Performance Based - Range : 0% - 25%		

* The LLP has decided to contribute 10% of your Basic salary as its contribution towards NPS scheme. In case, you feel that the LLP should not contribute / contribute at a lesser rate please update the NPS & RFB form. The lesser contribution to NPS will move towards RFB.

All the above amounts are based on a full year of service and the amount payable to you would be determined pro-rata based on the number of days that you serve with the LLP during the applicable financial year.

Initial of Employee _____



ANNUAL VARIABLE PAY

In addition to the above Total Base Pay, you will be eligible for annual Variable Pay.

The annual Variable Pay will be payable as per the Human Capital policy (as amended from time to time). The Annual compensation and Variable Pay / Performance Bonus will be subject to deduction of tax at source, in accordance with Income Tax Act, 1961 and all other central and state legislation applicable to your base location.

Additional benefits extended by the LLP are gratuity as per the Payment of Gratuity Act 1972, Group Personal Accident, Group Life Term and the Group Medclaim Insurance as per the LLP's policy.

Please note that as an employee of the LLP, you are subject to all the policies and procedures of the LLP including those relating to Independence, Risk Management and Code of Conduct, as amended from time to time. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.



APPENDIX B

General Terms & Conditions

1. Verification

Your employment in the LLP is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The LLP reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the LLP or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

2. Date of Birth

The date of birth declared by you is **11/5/1999**. You will be bound by such declared date of birth in all service matters with the LLP, including your retirement age. Though at this time the LLP has accepted this as your date of birth on the basis of your statement and the documents you have provided, the LLP may at any time call upon you to furnish additional proof thereof as deemed appropriate.

3. Nationality

You confirm that you are an Indian national and hold an Indian Passport and are thus exempt from any additional work authorisation to work in India.

However, if you are a non- Indian holding a foreign passport, you will be required to demonstrate that you have the necessary authorisations for working in India by submission of relevant documents. It will be your responsibility to ensure that throughout your employment with **PricewaterhouseCoopers Services LLP** your work authorizations are up to date and you shall hold **PricewaterhouseCoopers Services LLP** harmless and indemnified against any act or omission on your part in this regard. In case the work authorisation ends during the course of your employment with **PricewaterhouseCoopers Services LLP** your contract with **PricewaterhouseCoopers Services LLP** will be deemed to be terminated.

4. Working Hours

The working hours of the LLP have been provided in the Human Capital Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.

5. Leave

Your annual leave entitlement will be as provided in the Human Capital Policy of the LLP as amended from time to time. You shall also adhere to the weekly off based on your place of posting as applicable and amended from time to time.

6. Posting & Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred in such capacity as the LLP may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

7. Secondment

Your job may entail you to proceed, from time to time, on assignments at stations outside your place of posting and stations overseas. Based on exigencies of work and at the discretion of the LLP your services may

Initial of Employee _____



also be transferred to any office of the LLP or seconded to any of its associate Firms in India or abroad or to any office of the LLP abroad. In such event you will be governed by the transfer and secondment rules framed by the LLP and / or by such associate Firm in this respect. In the event of your transfer and / or secondment you will also be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with all applicable immigration/ visa and foreign exchange rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, copy, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the LLP.

You will not, either during your employment with the LLP or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the LLP's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the LLP or their authorized representatives.

On discontinuation of your employment, you will return to the LLP, all papers and documents and all other property pertaining to the LLP or affairs of the LLP or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by the LLP / certain clients of the LLP. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the LLP, our clients and third parties.

9. Intellectual Property

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the LLP may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

- Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the LLP with unfettered rights for utilization or disposal of the same; and
- Consenting to the LLP and/ or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10. Independence

Independence is a professional principle and obligation that must be observed by all Staff members providing internal and/or client services.

Independence obligations prohibit, among other things, you, your spouse/ cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the LLP and such clients' affiliates. Similarly, a non-dependent close family member's position with or material investment in an audit/ attest client of the LLP may impair your compliance with the LLP's independence rules.

Initial of Employee _____



Your position, job description, office location and client associations determine the applicability of specific provisions of the LLP's independence policy to you. Because it is important that you become familiar and comply with the LLP's independence policy, you agree to review the LLP's policies and materials regarding independence. Before joining the LLP and periodically thereafter, you will be required to confirm your compliance with the LLP's independence policy. In the event that the LLP's independence policy undergoes amendment, you shall be bound by the amended terms.

In connection with your independence obligations, the LLP and/ or the Securities and Exchange Commission and / or other statutory body may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a LLP database. If an impairment of the LLP's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another LLP office or even to leave the LLP.

11. Staff Members Joining Clients

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer.

On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

12. Risk Management

A clear objective of the LLP is to effectively manage its risks while providing high quality services to our clients. To achieve this, the LLP has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes as in force from time to time when undertaking your work.

13. Confidential and Proprietary Information

Information and materials relating to the LLP, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the LLP. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Confidential Information includes, but is not limited to, the LLP's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the LLP takes measures and may initiate any action including but not limited to initiating criminal proceedings to maintain its confidentiality and guard its secrecy. Confidential Information may be copied, disclosed or used by you during your employment with the LLP only as necessary to carry out LLP business and, where applicable, only as required or authorized under the terms of any agreements between the LLP and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the LLP. If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or Host GMC to seek



the LLP's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the LLP.

14. Insider information

You are prohibited from using or sharing information, not publicly disclosed, which you obtain during the course of your work for the LLP, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the LLP's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the LLP must maintain independence.

15. Code of Conduct

The Code of Conduct addresses how employees in the LLP should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct. You are expected to carefully read the Code of Conduct, the full text of which is available at www.pwc.com/codeofconduct and to keep yourself abreast of any amendments thereto as may be made from time to time. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline (toll free: 1800 209 6005 or email: ethics.india@in.pwc.com).

16. Protection of Computer Software/ LLP's Assets

The LLP has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the LLP, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. Where applicable, you shall be provided with a corporate credit card, internet data card, etc. All these shall at all times remain the LLP's property/ assets, and they must be returned to the LLP on termination of employment or whenever requested by the LLP or disposed of in accordance with the policies and directions under which they are issued.

You will be provided with access to a computer for your business use in the office. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the LLP's relevant policies and procedures applicable to usage of the LLP's computer equipment, including the LLP's policies on the appropriate use of email and the internet. You acknowledge and agree that the LLP reserves the right to monitor your usage of the LLP's computer(s) and IT systems/ resources towards ensuring that there is no unauthorized usage thereof.

17. Exclusivity

During the continuance of your employment with the LLP, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior written permission of the LLP.

18. Enrolment (wherever applicable)

In case you are a qualified member of a professional Institute like CA/ ICWA/ CS etc, you will be required to enroll yourself as a member of the respective Institute within two months of joining the LLP and notify your membership number in the Institute. However, you are not allowed to hold Certificate of Practice and in the event you possess such a certificate, you will also surrender it within 7 days of your joining under intimation to the LLP. In case you hold other educational qualification that entitles you to a Certificate of Practice, in



such a case also, you are not allowed to hold this Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining under intimation to the LLP. As a member of the respective Institute you shall additionally be bound by the Rules and Regulations of the respective Institute and will render all requisite support / documentation and keep the LLP indemnified at all times.

19. Bond signing (Sponsored Training Programs)

The LLP, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the LLP. In consideration of being chosen for such training programs, at the LLP's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the LLP for a prescribed period after completion of training. If you fail to do so, you shall be required to refund to the LLP the cost of training in accordance with applicable slabs of refunds. You will be entitled to refuse to be provided such training. You acknowledge and agree that in the event that you accept such training then you shall remain bound by the terms of such bond and the LLP shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

20. Leased Assets

In case of leased assets, like cars availed by you through the LLP, you will be personally liable for usage of such assets. The LLP will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your sole personal responsibility. It shall also be your responsibility to ensure that a valid insurance policy as may be required by law is maintained in respect of such asset at all times.

You hereby agree to keep the LLP fully released and discharged (and take all necessary actions in respect thereof) from any claims, actions or proceedings relating to your usage of such leased assets. In case of discontinuation of employment with the LLP, you will settle / foreclose the outstanding lease amount. You further authorize the LLP to settle the outstanding amount from your full and final amounts and shall take appropriate steps to get the asset registered in your name, failing which the LLP shall take all requisite steps to protect its interest in this regard.

21. Retirement Age

The retirement age from the services of the LLP is 60 years.

22. Retirement/ Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be administered through your pay slip.

23. Notice Period

23.1 The LLP or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as given below or a salary payment in lieu of that notice. The LLP may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the LLP before agreeing to his release. If, in exceptional cases, the LLP agrees to an employee's requests for an early release, the LLP will recover the salary or part thereof equivalent to the balance notice period. For further details please refer to the Human



Capital Policy.

The notice period for termination of employment by either side for the various levels shall be as specified in Human Capital Policy of the LLP. As per the aforesaid policy, the current notice period for the various levels is set out below:

- (i) Administrative and Specialists - sixty days
- (ii) Associates and above - ninety days

However, the period that is prescribed on the date of giving notice shall apply.

23.2 Termination without notice

The LLP has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the indicative events are;

- (i) misconduct (ii) repeated misconduct (iii) breach of instructions by an employee (iv) failure to safeguard the assets of the LLP (v) activities which bring the LLP into disrepute (vi) sexual harassment (vii) any furnished declaration is false (viii) the employee is found to have wilfully suppressed any material information (ix) criminal conviction by court of law / conviction by respective Institute, wherever applicable (x) failure to adhere to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time or (xi) where situations warrants action outside this Policy.

In the event that the LLP exercises this right, it may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment without giving notice or a salary payment in lieu of that notice. Such an order may or may not be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Human Capital Policy.

24. Exit formalities

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the LLP.

You will be required to return to the LLP, all documents, including copies thereof and property including but not limited to corporate credit card, internet data card and comply with company car and leased accommodation terms, where applicable, before your last working day in order to obtain release. You are also specifically restrained from keeping copies or extracts of any of the LLP's or client's documents with you, after your release from the services of the LLP, except with specific written permission from the LLP.

As part of your exit formalities, you have to provide an undertaking to the LLP that you have not retained any data/ confidential information relating to the LLP and/ or our clients and that you will be personally liable to the LLP and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/ confidential information is later disclosed by you.

25. Set Off

You as an employee explicitly agree that your final settlement of dues shall happen only after completion of the aforesaid formalities and first adjusting all dues under whatsoever head then due to the LLP including but not restricted to settlement of credit card dues, any recovery of dues pertaining to LLP assets, unadjusted advances or other amounts, if any paid on your behalf etc. In case of shortfall in the amounts to be recovered,



you shall forthwith settle the remaining amount without demur or protest. The exit formalities shall be kept in abeyance till the deficit amount is paid in full.

26. Non Solicitation

Upon leaving the LLP you will not, without prior written consent of the LLP, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, LLP or corporation who has, at any time during your employment with the LLP, been:

- a client of the LLP with whom you have had contact or been involved in the provision of services, or
- an employee of the LLP.

To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the LLP. It is mandatory to immediately notify your Director/ Partner of such an offer.

27. General

As an employee of the LLP you are required to book proper time and expenses, use the LLP provided email ID and Internet for business purposes, not share your access card with anyone else, maintain good housekeeping practices and also dress in a professional manner at all times.

It also important that you keep the LLP informed about any change in your personal particulars, and file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including passport, driving licenses, corporate credit card, Aadhar). Your employment in the LLP shall be governed by your compliance with and by providing all requisite information that may be sought from you by the LLP from time to time.

The conditions contained herein in the contract of employment are indicative only and can be modified from time to time. For any clarification on the LLP's Human Capital Policy please feel free to get in touch with the local designated HR staff. If you do not get a satisfactory response you may escalate the matter to the Human Capital Leader.

28. Company's Policies, Procedures and Rules

As an employee of the LLP, you shall be governed by all the policies including, but not limited, to those relating to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

29. Right to access

It is the LLP's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the LLP's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the LLP reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self-regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including "Hacking"), to intercept for operational purposes,



such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

30. Wrongful Dissemination

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the LLP or otherwise any information or material which:

- belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;
- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;
- contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the LLP;
- contains any unlawful advertising, promotion or solicitation;
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever;
- is grossly offensive or menacing in nature;
- impersonates another person.

31. Employee Consent

You hereby give consent to the LLP to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the LLP, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the LLP, agents, contractors or sub-contractors or other PwC network Firms (each of which is a separate legal entity) of such personal information within or outside India.

32. No Duress

You hereby consent and agree that you are signing the employment contract, including the **Appendix A** and **Appendix B** and agree to be subject to all the Terms and Conditions of the LLP's HC Policies including but not limited to those relating to Independence, Risk Management and Code of Conduct, as amended from time, on your own volition and without any undue influence.

Initial of Employee _____



33. Dispute Resolution

All disputes arising under this Agreement shall be governed by and construed solely and exclusively in accordance with the laws of India and all disputes shall be subject to the exclusive jurisdiction of the competent Courts of Delhi, India only.

For **PricewaterhouseCoopers Services LLP**,

A handwritten signature in black ink on a light gray rectangular background. The signature appears to be 'Shakir Iqbal'.

Shakir Iqbal
Director - Human Capital

Encl: Declaration to be signed by the Employee

Initial of Employee _____



DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the LLP as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.
- b) I acknowledge and agree to the LLP reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the LLP to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.
- c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment.
- d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other LLP including previous employer or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the LLP, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the LLP.
- e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the LLP's Code of Conduct.
- f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the LLP and/ or its clients.

Consent to cooperate

I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the LLP.

The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the LLP.

I accept the above.

Name

Signature

Date



Date: **6th October 2021**

Dear **Shawan**,

We are delighted to share the Letter of Intent to you at the position of **Full Stack Developer**. Your total CTC will be **Rs 3,50,000** per annum (**Three Lakh Fifty Thousand Only**). You will be under **training period of 6 months** with monthly stipend amount of **Rs 15,000**.

You will be under a 2 year Bond, in case you Breach the Bond Agreement then you are liable to pay Rs 2,00,000 along with other benefits. The hard copy of the Bond Agreement will be given to you once you join the company.

Our total rewards package is a combination of different types of:

- Compensation related benefits
- Work/Life benefits & discounts
- Vacation and time-off policies

Apart from this, you are entitled for several insurance benefits as per your career stage in **ForceBolt Pvt. Ltd.**

Post joining, your location of work will be **Mohali**.

The details of the terms and conditions of the offer of employment will be shared with you on your date of joining.

Please find the attachment of :

- 1) Your detailed annual and monthly compensation structure with **ForceBolt Pvt. Ltd.**
- 2) The list of documents you need to furnish on or before joining **ForceBolt Pvt. Ltd.**

Kindly confirm your acceptance of this offer and your date of joining by **6th October 2021**

Failure of confirmation of acceptance of this offer on your part by **6th October 2021**, will automatically lead to offer cancellation.

Wishing you all the best,

For **ForceBolt Pvt. Ltd.**

Divya Dang

Head HR



Annexure 1

Compensation Break-down		
Name	Shawan Basu	
Designation	Full-Stack Developer	
Grade	-	
Department	Professional Services	
Cost to Company	3,50,000	
Components	PM	PA
Basic	11666.64	139999.68
HRA	5833.32	69999.84
Leave Travel Allowance	0	0
Statutory Bonus	971.83	11661.96
Special Allowance	7694.81	92337.72
Fixed Component	26166.6	313999.2
Company PF	1800	21600
ESIC	0	0
Food Coupon	0	0
Variable Pay**	0	0
Retention Bonus	0	0
Car Reimbursement	0	0
Attire Reimbursement	0	0
Telephone/Internet	1000	12000
Education Allowance	200	2400
Gross Salary	27366.6	328399.2
Total CTC	29166.6	349999.2
Notes:		
1. Income tax and other statutory deductions as applicable		

2. Gratuity shall be paid as per the prevailing act
3. Medical Insurance premium will be deducted as per declaration (Actual Premium)
4. **Variable pay is linked to achieving mutually agreed goals from year to year
5. CTC components shall be restructured once the reimbursement options opted

Annexure - 2

At the time of joining **ForceBolt Pvt. Ltd.** the following documents and information must be made available to us.

List of documents that need to be submitted:

Sl.No	Documents
1	Age Proof Certificate-Birth certificate/ (School certificates of ICSE/SSLC/CBSE)
2	Academic Certificates (Including additional certifications/ courses) supporting your education qualifications along with mark sheets.
3	Your latest salary slip or salary certificate*
4	Experience proof - Relieving letter from previous employers (if previously employed)* The relieving letter or resignation acceptance needs to be submitted in original
5	Service certificate from previous Employer
6	Form 16 or Taxable income statement duly certified by the previous employer (The statement showing the deductions and Taxable income with the break up) till the last date of your employment with them along with PAN number if available.
7	4 Passport Size Photographs
8	Copy of PAN, Adhaar card, passport (All sheets)

9	Copy of your updated resume
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- Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of the above, the company reserves the right to revoke the offer.
- We will not be able to process your records unless you submit all the documents mentioned above.
- Apart from this we would like you to have the following information ready with you, for usage during your joining formalities.
 - Ø DOB's of Father, Mother, Spouse, Child/ Children
 - Ø Educational details with the passing year
 - Ø Your past experience details with the exact years and role played to be mentioned.
 - Ø Blood Group
 - Ø 1 Passport size photograph of all your dependants
 - Ø Your PF, ESIC account number with previous (prior to joining us) employer
 - Ø Your PAN number
 - Ø Passport number, Place of issue, Date of issue, Validity: From & To date.

01st July, 2019

To

Mr. Anjan Kumar Mahata,
C/o- Braja Kishore Mahata,
Vill+ P.O- Rajabasa
Dist- Jhargram- 721513.
India
Contact Details: +91-8348845207
Email ID: akanjanmahata@gmail.com

SUBJECT: OFFER LETTER

Dear Anjan,

With reference to your application and the subsequent interview you had with us, we are Pleased to offer you the position of “**Developer (0-2 years Experience)**”. You will be joining this organization not later than **01-July-2019**. You will be based at **Kolkata** location, but as a part of your job you will have to travel/work at customer location anywhere in the world.

Kindly bring the following documents on the date of your joining.

- Copies of all education certificates for the purpose of admitting the date of birth and all mark sheets of all academic qualifications and achievements.
- Experience/Salary certificate / pay slip of your last drawn salary.
- Relieving letter from you current employer.
- Two copies of passport size photographs.
- Photocopy of Identity proofs and your blood group details.
- PAN Card copy
- Residential proof latest one i.e., telephone bill copy, bank statement copy, electricity bill copy latest one.

This offer shall stand withdrawn after the last date of above mentioned joining date.

As a token of your acceptance, please sign the duplicate of this offer letter and return of the same to us.

Thanking you,

For Silver Touch Technologies Ltd.



Krishn B Chauhan
(Assistant Manager HR)

RECEIVED & ACCEPTED



20-MAY-2019

Letter Of Appointment

Mr. Sayantan Mondal
TCS - Kolkata

Dear Mr. Sayantan,

Further to your acceptance of our offer letter vide TCSL/DT20184294464/- Kolkata dated 27-Sep-2018 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 20-MAY-2019 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1604187.

Yours sincerely,
For TATA Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'R. Vas', with a horizontal line underneath.

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



20-MAY-2019

Letter Of Appointment

Mr. Souvik Chakraborty
TCS - Kolkata

Dear Mr. Souvik,

Further to your acceptance of our offer letter vide TCSL/DT20174028104/- Kolkata dated 27-Sep-2018 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 20-MAY-2019 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1604507.

Yours sincerely,
For TATA Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'R. Vasudevan', with a horizontal line underneath.

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



Ref: TCSL/DT20184280153/1153306/Kolkata

Date: 13 May 2019

MR. MOHAMMED DARAIN FIROZ
F-80, Khorai Patti Garden Reach Road,
Near A To Z Electronics, Kolkata,
West Bengal-700024.
Tel# 918013027931

Sub: Joining Letter

Dear Mr. Mohammed Darain Firoz,

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 **20th May 2019** and your training location is **Kolkata** . We are pleased to inform you that your work location is **Kolkata** and your stream is **IT** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services
Building 1B,Ecospace,
Plot - IIF/12 ,New Town, Rajarhat,,
Kolkata , West Bengal-700160.
(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sinu Bhaskaran Nair Nirmalabhavan
Phone: 914716629400
Email Id: sinu.bn@tcs.com
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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



TCS Xperience Program

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

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

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

Based on your performance and number of attempts to clear the TCS Xplore Program, you are eligible for both Readiness Incentive of **INR40000** and Competency Incentive of **INR20000**. Your incentive will be given along with your salary.

Note :

- *If you do not join the organization on the specified date, you will be eligible only for Competency incentive and not for the Readiness incentive.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you. :*
- *You need to serve minimum tenure (12 months from the date of joining) with the organization. If you do not serve the minimum tenure mentioned above, the incentives provided will be recovered.*

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

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

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



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

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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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



Ref: TCSL/DT20184444063/1185068/Kolkata

Date: 10 May 2019

MR. SOUMYA GANGULY

6/D Iswar Ganguly Street Iswar Ganguly Street,
Kalighat Metro, Kolkata,
West Bengal-700026.
Tel# 919051072888

Sub: Joining Letter

Dear Mr. Soumya Ganguly,

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 **20th May 2019** and your training location is **Kolkata** . We are pleased to inform you that your work location is **Kolkata** and your stream is **IT** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services

Building 1B,Ecospace,

Plot - IIF/12 ,New Town, Rajarhat,,

Kolkata , West Bengal-700160.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Ms. Sinu Bhaskaran Nair Nirmalabhavan

Phone: 914716629400

Email Id: sinu.bn@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)

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



TCS Xperience Program

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

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

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

Based on your performance and the number of attempts taken to clear the TCS Xplore Program, you are eligible for the Readiness Incentive of **INR40000** . Your incentive will be given along with your salary, provided you:

- *Join the organization on the specified date.*
- *Serve Minimum tenure (12 months from the date of joining) with the organization.*

Note :

- *If you do not serve the minimum tenure mentioned above, the incentive provided will be recovered.*
- *Readiness incentive will not be given if a request for re-joining is initiated by you.*

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

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

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



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

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

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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

Cognizant

16-Mar-2019

Dear Surya Ruidas,
B.Tech/B.E., Computer Science & Engineering
Government College of Engineering and Ceramic Technology

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

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

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

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

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

Please note

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

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:



Antara Das <antara.das97@gmail.com>

Engagement letter as Graduate Apprentices in GRSE – Kolkata as per Apprentices Act 1961 as amended 1973, 1986 & 2014

2 messages

ttc.sm, Halder NiloyKumar <Halder.NiloyKumar@grse.co.in>

Wed, Oct 21, 2020 at 4:35 PM

Engagement letter as Graduate Apprentices as per Apprentices Act 1961

Dear Candidate,

1. This has reference to the online application submitted for apprenticeship training against GRSE Notification APP:01/20.
2. Subsequent **physical document verification** and successful **medical examination** you are provisionally selected meritwise from the merit list prepared for Joining as **Graduate Apprentice** under the Apprentices Act, 1961 as amended 1973, 1986 & 2014 and the rules made there under.
3. **You are therefore requested to report at 08:30 AM on 27.10.2020 at Technical Training Centre, a unit of Garden Reach Shipbuilders & Engineers Limited, 5 Dr. R.N.Tagore Road, Kolkata- 700056.**
4. Your training will be governed by the terms and conditions as detailed in the Apprentices Act and Rules. It must be clearly understood by you that **this is not an offer of appointment but an offer for training under the Apprentices Act. 1961 as amended 1973, 1986 & 2014 and the rules made there under.** The Management will have no obligation whatsoever, to provide you any appointment in the company even after your successful completion of the training.
5. You shall also bring the Police Verification report issued by competent authority, if not submitted already during document verification..
6. **If you fail to report in person to join as Apprentice latest by 31.10.2020, the provisional offer of apprenticeship training in GRSE will stand cancelled and candidate from the panel list will be given the offer. (Please note 30.10.2020 is Holiday).**

With Regards,

N.K.Halder

Sr. Manager (TTC)

Technical Training Centre

Garden Reach Shipbuilders & Engineers Ltd.

5, Dr. R. N. Tagore Road,

Kolkata – 700 056

Ph.- 033-2564-7144

mail: halder.niloykumar@grse.co.in



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Antara Das <antara.das97@gmail.com>
To: "ttc.sm, Halder NiloyKumar" <Halder.NiloyKumar@grse.co.in>

Fri, Oct 23, 2020 at 10:45 PM

Sir, I shall definitely report at GRSE TTC on 27th oct.

But the problem is, I shall not be able to submit the Police Verification Report on 27th October. I visited my local police station and requested them to issue a PVR, but they denied to do it and asked me to visit the office of Deputy Commissioner of Police for this purpose. I visited the deputy commissioner's office today, but it was closed due to puja



Expertrons

EXPERTRONS TECHNOLOGIES PRIVATE LIMITED

Date: - 31st December, 2020.

Private & Confidential

To,
Snehta Barua ,

Subject: **Offer Letter with Expertrons**

Dear Snehta Barua,

We are pleased to offer you a **MERN Full Stack Developer** at Expertrons. Your date of joining would be **15th January, 2021.**

We will be offering you this position at an emolument of (**Rs. 4,50,000 Four Lakh Fifty Thousand Only**) per Annum as mentioned in Annexure A. The organization currently adheres to six months' probation period. During this time you should evaluate the position to make certain it satisfies your job expectations and needs while management evaluates your suitability to the position.

We believe that our team is our biggest strength and we take pride in hiring **ONLY** the best and the brightest. We are confident that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learning packed and truly meaningful job experience with **Expertrons.**

Your appointment will be governed by the terms and conditions presented in **Annexure A.**

For our records, you are requested to share the following documents

- Photocopy of Certificate of your last educational qualification
- Photocopy of the appointment letter and Salary slip/compensation slip
- Photocopy of relieving letter or work experience certificate
- Photocopy of Identity, address proof
- Expertrons Offer Letter with your Signature

We look forward to you joining us. Please do not hesitate to call us for any information you may need. Also, please sign the duplicate of this offer as your acceptance and forward the same to us.



HRD/3T/19-20/12803156

Mr. Pathikrit Maity
Candidate ID: 12803156
Subhra Apartment,
Ga-12, Flat-C1
India - 700059
West Bengal
India
Ph: (91) 96746 32577

June 28, 2019

Dear Pathikrit,

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

Digitally signed by RICHARD LOBO
Date: 2019.06.28 13:54:56 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12803156

June 28, 2019

Mr. Pathikrit Maity
Candidate ID: 12803156
Subhra Apartment,
Ga-12, Flat-C1
India - 700059
West Bengal
India
Ph: (91) 96746 32577

Dear Pathikrit,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **August 19, 2019**.

Location

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

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

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

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

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

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, 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 working days of leave annually.

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

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

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

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

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' 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 **2018 -2019**. 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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

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

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

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

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

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

ANNEXURE- II
(Compensation post Unit allocation)

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

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

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

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

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (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				





Letter of Offer

09 August 2019

Dear Sanket Datta,

Based on the recent discussions with you, we are pleased to invite you to join MountBlue Technologies' deployment program.

The program will commence with an intense coding bootcamp that commences on 12 August 2019. You will be a Trainee in the program. The bootcamp will enable you with the skillsets for effective deployment post the bootcamp. Your deployment will be at one the following cities: Bangalore, Delhi NCR, Mumbai and Hyderabad.

Please refer to all details of the offer in the appendices of this document. Details about the program are available in the appendices.

As you will be aware, common to any training there will be performance reviews and assessments. Through the training period we will conduct performance assessments at regular intervals. Your continued association with MountBlue Technologies is dependent on a consistent record of performance.

Following are some important matters to ensure compliance with-

- During the training period, regular training hours will be 8.30am through 6.30 pm, Monday to Saturday. However, if the training requires any other time slots or changes to the training hours as determined necessary by the Management, we will expect your enthusiastic participation in such additional sessions as well
- At regular intervals, we will communicate our expectations and deliverables from you
- We assume you will conduct yourself with the highest standards of integrity and will abide, without deviation, from any code of ethics set forth by us
- We expect your complete focus and attention to the training sessions. During this period, if you need to be engaged in any other occupation please disclose it to us immediately Ancillary engagements with other entities may entail withdrawal of benefits and services at our sole discretion
- You agree that you will maintain, without compromise, utmost confidentiality with all policies, procedures, data, material and information of MountBlue Technologies
- During the training, if any other rules apply to you, we will notify you of the same

Critical to accepting this offer is your continued commitment to MountBlue Technologies. This will be applicable for the training and deployment phase. We look forward to the opportunity to invest in your training and career growth. We will expect nothing less than for you to fulfil your commitment to us.

Please convey your acceptance of this offer on e-mail by 10 August 2019, failing which this offer stands withdrawn. The details of offer acceptance are given in Appendix 2.

Shashi Kumar Sah

General Manager
MountBlue Technologies Private Limited



Appendix-1

Training Phase

- This phase starts with an intense coding bootcamp that commences on 12 August 2019 and lasts for 12-15 weeks
- The bootcamp will consist of training on full stack coding in Python, JavaScript, Android, databases, devops, testing etc. The bootcamp will also have training on communication, soft skills and business etiquette
- Emphasis will be on learning by doing
- There will be continuous evaluation during the training. There will be limited patience with underperformance and zero patience with indiscipline

Deployment Phase

- Post successful completion of the training, you will be deployed on-site with a customer of MountBlue Technologies. These customers are well known product and services startups based out of Bangalore and other cities
- The deployment period will start immediately after the training period ends and will last 12-13 months
- During deployment phase, you will be a part of our customer's development team and will be expected to contribute significantly as an entry level programmer. Our customers have high yardsticks of performance and you will be judged on those yardsticks. The fact that you have been made the offer means that MountBlue Technologies firmly believes that you have the potential to meet and even surpass these yardsticks

Benefits and Service Bond

- During the Training Phase, you will receive a stipend of INR10K per month
- During the Deployment Phase, you will receive a monthly compensation of INR 26K per month. On successful completion of the Deployment Phase, you will receive a performance bonus of INR 50K. This makes the whole payout to you during your engagement with MountBlue **~INR3.92L**
- The whole engagement will be covered under a service bond of INR 2Lakhs
- If you choose to disengage this association before the end of the Deployment Period, you are liable to pay the bond amount of INR 2Lakhs
- You will deposit your certificates in original with MountBlue technologies for verification and safekeeping. These certificates will be returned to you after the successful completion of the Deployment Phase
- MountBlue Technologies is fully compliant with all the regulations of the land. Hence taxes will be deducted at source, as applicable. We will take the right measures in consonance with the spirit of the law to keep the tax outgo at a minimum



BYOD (Bring your own Device)

- As software engineers, a powerful laptop is a critical piece of equipment for you. This will give you tremendous freedom and flexibility to continue evolving as software engineers
- MountBlue has a BYOD policy. All our engineers bring their own device to work that has to be suitable for error free and efficient working.
- Below are the minimum specifications for the laptop
 - 64 bit system
 - 8 GB RAM
 - Operating System – Linux/Mac OS. You can install your choice of Linux in most machines.
 - For hard drive - SSD is recommended but HDD works too
- If you already have a laptop of a lower configuration, you can consider upgrading it to this configuration



Appendix-2

Acceptance of the offer and commencement of engagement

- Acceptance of the offer and terms of engagement by return email: By **10 Aug 2019**
- Signing of Documentation and Submission of Documents: Before **12 Aug 2019**

Documents

- The following documents need to be submitted to the organization:
 - Passport sized photograph not older than 6 months
 - A legible copy of one of the following documents- PAN Card/ Aadhaar Card
 - A legible copy of one of the following documents - Aadhaar card/ Passport/ Driving License/ Any other government issued id that contains a photograph, name, date of birth and address
 - **Originals of:**
 - Certificate of passing class 10th
 - Certificate of passing class 12th
 - Certificate of completion of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Certificate of completion of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Marksheet of class 10th
 - Marksheet of class 12th
 - Marksheets of all semesters of the Undergraduate Course (BTech/ BE/ BCA/ BSc etc.)
 - Marksheets of all semesters of the Postgraduate Course if applicable to you (MTech/ ME/ MCA/ MSc etc.)
 - Appointment letter of all full time employment as per your resume submitted to MountBlue Technologies
 - Relieving letter of all full time employment as per your resume submitted to MountBlue Technologies
- Please keep scanned copies as well as photo copies of all the documents you submit.



Appendix-3

About MountBlue

MountBlue is a premium software development services provider. We work closely with startups and small/medium enterprises to launch their products. Leveraging agile methodology for software development and popular open source technologies, we turn our customers' vision into reality. We are an exclusive service provider- our customers do not choose us, we choose our customers.

About the opportunity

- You will get the opportunity to interact with and learn from the CTOs and Directors of Engineering of leading technology startups in India
- Perfect launchpad for a high flying career in technology

Our customers

We have >70 customers. Some of our customers where trainees of previous cohorts are deployed are:

Food Tech

- **Zomato:** One of the world's leading foodtech company. One of India's few Unicorns. Backed by Alibaba, Sequoia, Temasek, Info Edge etc.
 - <https://www.livemint.com/Leisure/g2mOkiSiCDIlqnDmoLepoO/The-secret-to-hiring-a-stud-junta-team.html>
 - <https://www.livemint.com/Companies/ValugodQ1d92PERi3FQaYP/Zomato-raises-200-million-from-Ant-Financials.html>

Social & Media

- **Yourstory:** India's largest media tech company for startups, entrepreneurs, investors, innovators and change makers. Backed by Ratan Tata, Accel Partners, Kalaari Capital, Mohandas Pai, Qualcomm ventures etc
 - <https://www.livemint.com/Companies/UNA5HDyVLi31ZXbGrdFCzl/YourStory-raises-6-million-from-Kalaari-Capital-Qualcomm-V.html>
 - yourstory.com
- **Magicpin:** Hyperlocal discovery platform backed by Lightspeed Venture Partners and Waterbridge Partners
 - <https://yourstory.com/2017/05/local-discovery-and-rewards-app-magicpin-raises-7-m-series-b-funding/>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/local-discovery-platform-magicpin-launches-augmented-reality-on-its-app/articleshow/62125398.cms>
- **Letsventure:** India's leading platform for raising angel and seed investment for startups. One of the few investments of Ratan Tata. Coverage:
 - <http://www.livemint.com/Companies/bQ2oefYdhrh0s4mq4GXrMJ/Ratan-Tata-Mohandas-Pai-invest-in-LetsVenture-join-platfor.html>



Travel & Hospitality

- **Zolo:** India's largest chain of standardized branded PG accommodations. Backed by Nexus Venture Partners
 - <https://inc42.com/flash-feed/zolo-funding/>
 - <https://www.moneycontrol.com/news/business/real-estate/how-branded-hostels-for-working-professionals-are-creating-fortunes-for-investors-2258765.html>
- **Travel Triangle:** TravelTriangle connects customers to travel agents, fetches quotations, customizes trips and makes bookings online. Backed by RB Investments, SAIF Partners and Bessemer Venture Partners
 - <https://www.livemint.com/Companies/35oRubTwx4adBpGjAF51UN/TravelTriangle-raises-10-million-in-Series-B-round.html>
- **Pickyourtrail:** A platform that empowers travelers to create, customize and book vacations. It enables travelers to plan and book personalized international vacations such as honeymoons and family vacations. Travelers are offered with personal itineraries and Travel Genie: a personalized travel journal with travel information and tips.
- **Rizort:** A luxury vacation marketplace that focuses on helping travelers plan an entire vacation. Rizort has closed a seed round of funding of \$2.9 million from a variety of investors that include Blume Ventures, Dream Incubators Japan and a few other angel investors.
 - <https://skift.com/2018/05/25/rizort-raises-2-9-million-for-vr-infused-travel-advice-travel-startup-funding-this-week/>
 - <https://www.proactiveinvestors.com/companies/stocktube/11378/rizort-to-increase-vr-and-ai-capabilities-for-its-luxury-vacation-website-11378.html>

Health Tech

- **Tricog:** Predictive health analytics company backed by Microsoft, GE, Inventus and Blume Ventures
 - <http://fortune.com/2017/05/03/tricog/>
 - <http://www.moneycontrol.com/news/technology/auto/from-saving-hearts-to-spreading-sweetness-3-2405855.html>

Large corporates

- **Mahindra Trringo:** Uber of tractors and other farm equipment. A venture launched by the Mahindra Group
 - <http://www.telegraph.co.uk/technology/2016/10/18/uber-for-farmers-tringo-tractor-hailing-app-launched-in-india/>
 - <https://economictimes.indiatimes.com/industry/auto/news/commercial-vehicle/tringo-to-add-value-to-1-million-farmers-in-the-next-one-year-says-mm/articleshow/59647975.cms>
- **GEP:** GEP is a multinational company that provides strategy, software, and managed services to enterprise procurement and supply chain management teams at Global 2000 and Fortune 500 companies worldwide. The company is headquartered in Clark, New Jersey, USA.
- **Aptean:** Aptean is a global leader in enterprise business software, provides targeted ERP, Supply Chain Management and Compliance Solutions to large customers all over the world.



eCommerce

- **Zopnow:** India's largest technology platform for online groceries, currently in partnership with hypermarkets like HyperCITY and More. Operational in 9 cities across India. Backed by Times Internet, Accel Partners, Qualcomm Ventures etc.
 - <http://www.indiaretailing.com/2017/01/11/food/food-grocery/zopnow-enter-high-growth-phase-2017-targets-us-100-million-gmv/>
 - <https://www.vccircle.com/online-grocer-zopnow-raises-10m-dragoneer-existing-investors/>
- **Wakefit:** One of the pioneers to take the sleep solutions segment online. Backed by Sequoia Capital
 - <https://inc42.com/startups/how-sequoia-backed-wakefit-is-using-data-technology-to-democratise-sleep-for-indians/>
 - <https://inc42.com/features/a-shopping-experience-knowledge-of-the-space-and-an-ideal-cofounder-the-serendipitous-story-of-wakefit/>
- **Purple:** Leading player in beauty eCommerce backed by Blume Ventures, IvyCap Ventures, Mumbai Angels, JSW ventures etc
 - <https://inc42.com/buzz/beauty-products-marketplace-purple-raises-2-57-mn-funding/>
- **FreshToHome:** Leading online retailer of fresh, chemical-free seafood and meat backed by a number of Japanese, West Asian and other institutional investors. Backers also include Rajan Anandan and Mark Pincus, founder of Zynga
 - <https://techcrunch.com/2019/05/27/freshtohome-11million-seriesa-funding/>

Mobile First companies

- **Dailyhunt:** India's largest news app and one of the world's biggest mobile application. Publishes news in 17 languages across iOS, Android, Windows and Blackberry platforms. 90Million installs with 2.3Billion pages consumed monthly. Coverage:
 - <https://yourstory.com/2016/10/local-language-app-dailyhunt-raises-25mn-series-d-led-chinese-company-bytedance/>
 - <http://www.livemint.com/Consumer/hUgsVKmgXVNkvG1g0QdPbM/DailyHunt-raises-25-million-in-funding-from-Chinas-ByteDan.html>

Education Tech

- **Great Learning:** Great Learning is an online and blended learning platform designed to empower working professionals to develop relevant competencies and accelerate their career progression
 - <https://www.datasciencecentral.com/profiles/blogs/big-data-analytics-in-india-an-opportunity-worth-choosing>
- **Embibe:** Embibe is the leading provider of edtech products and solutions in the country. It raised venture capital from Lightbox and Kalaari before being acquired by Reliance Industries Limited
 - <https://economictimes.indiatimes.com/industry/energy/oil-gas/ril-completes-acquisition-of-73-stake-in-ai-firm-embibe/articleshow/64562396.cms>
 - <https://www.analyticsindiamag.com/why-reliance-invested-in-ai-based-edtech-startup-embibe/>
- **Upgrad:** Founded by Ronnie Screwvala, UpGrad is an ed-tech platform that provides industry relevant certification programs for working professionals.



- <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/upgrad-eyes-40-m-in-external-funding/articleshow/62409871.cms>
- **Edfora:** FIITJEE backed online learning, tuition, school management and college search platform
 - <https://economictimes.indiatimes.com/jobs/biggies-blacklisted-but-placements-spring-a-startup-surprise-at-iits/articleshow/55862707.cms>

HR Tech

- **Belong:** An outbound hiring Software-as-a-Service (SaaS) platform that helps enterprises and startups hire people through data science, big data and predictive analytics. Backed by Matrix Partners, Sequoia Capital, Blume Ventures etc.
 - <https://www.vccircle.com/big-data-hiring-startup-belong-raises-10-mn-sequoia-matrix-partners>
 - <https://yourstory.com/2019/02/hiring-skills-rishabh-belong>

Sports Tech

- **Playo:** India's leading sports based social network and marketplace for booking sports activities and playgrounds. <https://playo.co/>

Logistics Tech

- **Rivigo:** India's most tech intensive logistics company. Backed by SAIF Partners and Warburg Pincus
 - <https://inc42.com/buzz/logistics-rivigo-funding/>
 - <https://economictimes.indiatimes.com/small-biz/money/rivigos-total-revenue-for-fy17-zooms-170-to-rs-402-crore/articleshow/61331502.cms>
- **Yulu:** On demand bicycles sharing. They use IoT technology to create a vast network of shared dockless bicycles that can be rented easily by a user-friendly app in pay per use business model. Backed by Blume Ventures
 - <https://www.entrepreneur.com/article/326878>
 - https://www.business-standard.com/article/companies/yulu-bikes-peddle-your-way-to-beat-the-traffic-and-make-a-greener-tomorrow-118112000349_1.html

Fin Tech

- **ZestMoney:** One of India's leading consumer lending platforms. Backed by Xiaomi and Alteria Capital
 - https://www.business-standard.com/article/companies/digital-lending-platform-zestmoney-raises-13-4-mn-funding-led-by-xiaomi-118082700465_1.html
 - https://www.business-standard.com/article/news-ani/zestmoney-aims-to-disburse-skill-loans-worth-100-mn-119013100521_1.html
- **ClearTax:** Cleartax is India's #1 Tax & Investing platform which aims to simplify our financial lives. Backed by Sequoia Capital and SAIF Partners.
 - <https://www.livemint.com/Companies/uz1khVL34wvf5Mz19wEflK/ClearTax-raises-300-crore-from-Composite-Cap-others.html>
- **Market Pulse:** Market pulse app is one of the top 3 rated financial app in India. It provides all the necessary intelligence, speed and power to traders to make more informed trading decisions



- **Upstox:** Upstox is one of the largest low-cost brokerage firms in India. Backed by Kalaari Capital, GVK Davix and others
 - <https://yourstory.com/2016/02/rksv-funding/>
- **Instamojo:** Indian's leading digital payments and services platform for SMBs. Backed by Blume Ventures, Kalaari Capital and Japanese payments company Anypay and other Japanese institutions
 - <https://yourstory.com/2019/01/instamojo-raises-funds-series-b>
 - https://www.business-standard.com/article/news-ians/mumbai-metro-tie-up-with-instamojo-for-card-payments-119051501156_1.html
- **SlicePAY:** Student micro-financing startup backed by Blume Ventures, Das Capital, Simile Ventures etc.
 - <https://www.livemint.com/companies/start-ups/student-microfinancing-start-up-slicePAY-gets-rbi-licence-for-nbfc-play-1548405211531.html>
 - <https://economictimes.indiatimes.com/small-biz/startups/newsbuzz/finup-finances-slicePAY-in-series-a-deal-estimated-at-15-million/articleshow/65651071.cms>
- **Acko:** India's leading online insurer backed by Binny Bansal, Amazon, Accel Partners, SAIF Partners and many other global VCs and family offices
 - <https://www.livemint.com/companies/start-ups/binny-bansal-others-lead-65-million-funding-in-acko-1552485155268.html>
 - <https://www.thehindubusinessline.com/money-and-banking/online-insurer-acko-general-promises-3-day-claim-guarantee/article25009625.ece>

Robotics & Drones

- **Invento:** Makers of the famous Mitra Robot that was inaugurated by Prime Minister Modi and Ivanka Trump at the Global Entrepreneurship Summit
 - <https://www.mitrarobot.com/>
 - <https://economictimes.indiatimes.com/small-biz/startups/features/watch-mitra-robot-greets-ivanka-pm-modi-at-ges-2017/videoshow/61837517.cms>
- **Systemantics:** They build industrial robots for the manufacturing sector. Backed by Blume Ventures, Accel Partners and Infosys cofounder Nandan Nilekani
 - <https://economictimes.indiatimes.com/small-biz/startups/robotics-firm-systemantics-gets-next-round-of-funding-from-nandan-nilekani/articleshow/51217314.cms>
- **Skylark Drones:** India's leading provider of drones and associated solutions with applications across various sectors viz. highways, railways, urban and rural development, power, solar, mining, agriculture etc
 - https://www.huffingtonpost.in/entry/from-startup-hubs-to-government-corridors-indias-drone-industry-takes-flight_in_5c516b3de4b0d9f9be6ab7ad
 - https://www.business-standard.com/article/companies/with-draft-rules-in-place-skylark-drones-to-deploy-uavs-at-tata-steel-mine-118120600863_1.html

Cloud Computing, SaaS & Business Software

- **Idfy:** India's most tech intensive identity management and background check company
 - http://www.business-standard.com/article/companies/we-are-helping-firms-manage-risks-and-detect-frauds-idfy-s-ashok-hariharan-118010800010_1.html
 - <http://www.thehansindia.com/posts/index/Technology/2016-06-07/Introduction-to-IDfy-a-Start-up-in-Technology-space/233487>



- **Vymo:** Sales force automation and sales effectiveness software. Backed by Microsoft and Sequoia
 - <https://economictimes.indiatimes.com/small-biz/money/sales-analytics-startup-vymo-receives-5-m-in-funding/articleshow/55554801.cms>
 - <https://yourstory.com/2017/04/vymo-tech/>
- **E2E Networks:** India's biggest home grown cloud computing platform. Backed by Blume Ventures & listing shortly on NSE
 - <https://www.medianama.com/2018/03/223-cloud-computing-startup-e2e-networks-to-list-on-nse-emerge/>
 - <https://www.vccircle.com/blume-venture-eyes-stellar-partial-exit-through-e2es-planned-ipo/>
- **Exotel:** Exotel is a cloud telephony platform that powers communication for enterprises, startups and small and medium enterprises in India and Southeast Asia. They provide APIs that help companies devise their own communication flow. Backed by Blume Ventures
 - <https://techcircle.vccircle.com/2018/03/22/with-no-fresh-funding-in-6-years-how-has-exotel-managed-to-stay-profitable/>
- **Freshworks:** India's leading sales and support software company backed by Accel, Tiger Global, Sequoia, Google Capital etc
 - <https://economictimes.indiatimes.com/small-biz/startups/tech-startup-freshdesk-gets-fresh-investments-from-google-capital-tiger-global-accel-partners/articleshow/46988628.cms>
 - <https://www.freshworks.com/>

Blockchain & Cryptocurrencies

- **Unocoin:** India's leading cryptoassets and blockchain company. Backed by Blume Ventures. <https://www.unocoin.com/>

AI/ ML/ Big Data

- **Active.AI:** India's leading AI/ML company that offers chatbots for large banks to interact with their customers. Funded by leading VC funds like Kalaari and IDG ventures. Coverage:
 - <https://yourstory.com/2017/07/active-ai-omni-channel-platform-banks-customer-engagement/>
 - <http://www.thehindubusinessline.com/info-tech/singaporebased-fintech-startup-activeai-raises-3mn-funding/article9343515.ece>
- **Merak.ai:** Machine learning solutions for handwriting recognition, digitization, smart KYC etc
- **Liv.AI:** Deep artificial intelligence and neural networks to communicate with machines in 10 different languages. Winner of the Amazon AI awards 2017
 - <https://economictimes.indiatimes.com/small-biz/startups/features/nine-things-this-startup-has-done-better-than-google-apple-and-amazon-liv-ai/articleshow/61995233.cms>
 - http://www.business-standard.com/article/companies/liv-ai-giving-voice-to-a-billion-people-117082000813_1.html



Tech conglomerates

- **Info Edge:** Owner of the leading online properties- Naukri, Jeevansaathi, Shiksha, 99acres. One of the few listed internet companies in India. Investor and significant shareholder of ventures like Zomato, PolicyBazaar, Meritnation etc.

16-Mar-2019

Dear Vidhya Gupta,
B.Tech/B.E., Computer Science & Engineering
Government College of Engineering and Ceramic Technology

Candidate ID – 12971030

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

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

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

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Vidhya Gupta	Designation: Programmer Analyst Trainee
---------------------------	--

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

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

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

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

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

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

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

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

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

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

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

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

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



Offer: Computer Consultancy
Ref: TCSSL/DT20184280043/Kolkata
Date: 27/09/2018

Mr. Tausif Ahmed
5/1Kasai Bustee 2nd Lane,
Narkeldanga,
Kolkata-700011,
West Bengal.
Tel# -

Dear Tausif Ahmed,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSSL/DT20184280043

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - 11F/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India
Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai-400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹10,200/-** per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on





Offer: Computer Consultancy
Ref: TCSL/DT20184280155/Kolkata
Date: 27/09/2018

Mr. Sayan Dey
2/2Canal South Road,
Sealdah,
Kolkata-700015,
West Bengal.
Tel# -

Dear Sayan Dey,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

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

Gratuity

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You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

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

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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



notice as mentioned herein above.

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

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

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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

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23. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Sayan Dey
Designation	Assistant System Engineer-Trainee
Institute Name	Government College Of Engineering And Ceramic Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

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

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

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



Annexure 2

Regional Offices

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

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

To,
Mr. Animesh Tarafdar
21/2, Purbachal (N) Canal South Road,
Kolkatta - 700078 West Bengal

Dear Mr. Animesh,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **"GET" (Grade-E0)** with our Company.

Your CTC salary package for employment with us in India shall be **Rs.26,000/- per month**. Detailed break up of your salary package shall be as per attached Annexure I. TDS shall be deducted from your monthly gross salary based on your net savings under Sec 80 C, 80 D and other relevant deductions allowed as per I.T rules. Provident Fund as per applicable laws will be deducted from CTC and Company will contribute equally.

You are currently posted at **IOCL, Barauni** and shall report to Mr. Sumer Singh (Cell No:9001071546)

Site Address :-
Lizmontagens India Private Limited
C/o. Indian Oil Corporation Ltd
Barauni Refinery, PO Barauni Oil Refinery
Begusarai - Bihar

The other terms and conditions of your employment with the Company will be as under: -

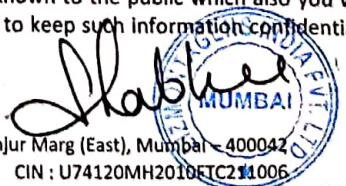
1. You will be on probation for a period of **Three months** from the date of joining **05th August 2019**. The probationary period can be extended, if your work, conduct and performance is not found satisfactory. You will be deemed to be confirmed until you have been communicated in writing that your probation period is extended. During the prescribed / extended period of probation, your services can be terminated by either side at any time without assigning any reason, by giving one month notice and thereafter on confirmation, by giving one month notice or on payment of basic salary in lieu thereof. Provided that if your services are terminated for any act which is treated as misconduct by the Company at its sole discretion, no such notice or payment of basic salary in lieu thereof will be necessary.
2. If any of the information furnished by you through your Bio-Data / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice or notice pay in lieu thereof.
3. During employment with the Company, you may be posted / transferred to any of the offices / project sites / divisions / departments / units of the Company or its subsidiaries at any other location in India or abroad. Upon such posting you will be entitled to the allowances, perquisites and facilities as applicable to the Establishments / location of transfer, as per Services Rules.
4. In the matter of service conditions including those not specifically covered by this letter, you will be governed as per the Company's policy in force from time to time and the Company's decision shall be final and binding.
5. This appointment and its continuance is subject to your being certified and remaining medically fit by the Medical Officer nominated by the Company.
6. During your posting at our project sites, you will be provided with semi furnished bachelor accommodation on shared basis. Local conveyance on shared basis as per site facilities will be provided for travelling to our local work site.

6. DUTIES, RESPONSIBILITIES & CODE OF CONDUCT:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our business processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.
- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

Lizmontagens India Pvt. Ltd

Regd Office : Unit No. 805-807, 8th Floor, I Think Techno Campus, Supremus - III, Near Kanjur Marg Railway Station, Kanjur Marg (East), Mumbai - 400042
Board : +91 22 4221 4221 Fax No.: +91 22 4924 2446 Website: www.lizmontagens.com CIN : U74120MH2010FTC211006



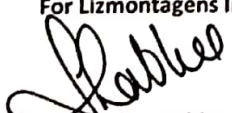
Handwritten signature: *Shabir*
Blue circular stamp: **MUMBAI**

- f. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for the latter's Patent, Licenses or other rights, privileges or protection or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- h. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in your use, custody and care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to company's satisfaction
7. You shall not at any time during continuance of your employment with us or thereafter divulge any of the affairs or secrets pertaining to Company's manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters to any other person(s), Company, Corporation, Firm, Syndicate nor use/attempt to use any information which may be acquired during the course of your employment in the Company in any manner which may injure or cause loss to the Company.
8. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the Company
9. You will retire from the service on attaining the age of superannuation of sixty years, as per our records.
10. Gratuity as per Act shall be payable to you upon completion of five (5) years of continuous service after confirmation of your service.
11. In case you wish to resign from the services of the Company, you will give us a notice period of one (1) month in writing for due acceptance by the Management. Your final dues shall be settled thereafter within 15 days of notices period and acceptance of your resignation.
12. In case the Company would like to terminate your services for reasons best known to the Management, it will give you one (1) month notice or in lieu one month's basic salary and relieve you immediately from services of the Company.
13. Any change in your residential address must be communicated to us in writing.
14. In case of any dispute of any kind arising out of your employment or breach of contract(s), a court of law in Mumbai alone shall have jurisdiction to adjudicate upon any such dispute.
15. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.
16. If this offer is acceptable to you on the terms and conditions contained herein (including attached annexure) please return duplicate copy of this appointment letter duly endorsed in token of your acceptance.

Please provide copies of your educational certificates, experience certificates and copy of the release order / acceptance of resignation letter from your last employer, if any, along with joining set.
Looking forward to a happy association with you.

Yours faithfully,

For Lizmontagens India Pvt. Ltd.


Sanjeev D. Prabhu
Managing Director



Acceptance

The above terms and conditions including those mentioned in the Annexure are acceptable to me.

Signature of **Mr. Animesh Tarafdar**

20th March 2019

To,

Mr. Avishek Ghosh
City-Krishnanagar,P.S.-Kotwali,
Dist.-Nadia, West Bengal - 741101

Subject : Provisional offer for Appointment

Dear Mr. Ghosh:

Congratulations!

We are pleased to offer you provisional appointment in our organization based on the campus selection process conducted at your college on 06th Feb 2019, with the following terms and conditions:

1. You will join as a **Graduate Engineer Trainee** on **July 1, 2019** and will be on probation for a period of one year from your date of joining.
2. Your remuneration will be **INR 4,50,000/-**(Rupees Four Lakhs Fifty Thousand Only) per annum. This is all inclusive and on total cost to company basis (TCTC), including retiral benefits as per statutes and company policy. [Ref: Annexure – I (“TCTC”)]
3. This offer for appointment is subject to you **a)** securing minimum 60% marks in aggregate for B. Tech in Ceramic Engineering, **b)** being found medically fit for employment, certified by a registered Medical Practitioner, **c)** not having any criminal records and **d)** having satisfactory reference checks.
4. This offer shall automatically stand withdrawn if you fail to join on July 1, 2019, unless you have obtained written permission from the undersigned for a delayed joining.
5. Your initial place of posting shall be at **Rajgangpur, Odisha**. Your services can be transferred from one location to another or to any Group Companies and / or entities in India or abroad. In such case, you will be governed by the terms and conditions of service as applicable at the new placement.

Detailed appointment letter will be issued to you after you join our organization. Please return the duplicate copy of this letter duly signed by you, as a token of your acceptance.

We welcome you to the Dalmia family and look forward to a mutually beneficial relationship.

With Best Wishes

Yours Sincerely



Navin Das
Head HR



Dalmia Cement (Bharat) Limited
(Refractory Unit)

Rajgangpur - 770 017, Odisha, India

w www.dalmiaocl.com CIN: U65191TN1996PLC035963

Sales Offices: Delhi 011 23457100, Kolkata 033 67012600, Bhubaneswar 0674 6773332 & Chennai 044 28301244

Regd Office: Dalmiapuram - 621651, Distt. Tiruchirapalli, Tamil Nadu, India

A **Dalmia Bharat Group** company

Annexure I

Name: Avishek Ghosh	
Designation: Graduate Engineer Trainee	
Salary Components	Amount (INR)
1. Salary Slip	
1.1 Basic	11250
1.2 HRA	3375
1.3 Personal Allowance	16696
1.4 Conveyance Allowance	1600
1.5 Medical Allowance	1250
Total Per Month	34171
2. Retiral benefits	
2.1 PF	1350
2.2 Gratuity	541
Total Retirals	1891
3. Annual Benefits	
3.1 LTA	938
3.2 Hospitalization Insurance	500
Total Annual Benefits	1438
Fixed Cost to the company per Month	37500
Total Cost to the company per Annum	450000
* Hospitalization Insurance amount is tentative. Final amount will depend on the plan taken & number of people covered and shall be adjusted from the above structure.	



Navin Das
Head HR



Dalmia Cement (Bharat) Limited
(Refractory Unit)
Rajgangpur - 770 017, Odisha, India

w www.dalmiaocl.com CIN: U65191TN1996PLC035963

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Regd Office: Dalmiapuram - 621651, Distt. Tiruchirapalli, Tamil Nadu, India

A **Dalmia Bharat Group** company

To,
Mr. Barish Baskey
Vill. + PO-Ukhrid, P.S.-Khandaghosh,
Dist.-East Burdwan, Pin-713-142
West Bengal

Dear Mr. Barish,

With reference to your application and subsequent interview with us, we are pleased to appoint you as “GET” (Grade-E0) with our Company.

Your CTC salary package for employment with us in India shall be **Rs.26,000/- per month**. Detailed break up of your salary package shall be as per attached Annexure I. TDS shall be deducted from your monthly gross salary based on your net savings under Sec 80 C, 80 D and other relevant deductions allowed as per I.T rules. Provident Fund as per applicable laws will be deducted from CTC and Company will contribute equally.

You are currently posted at our SGGI, Chennai site and shall report to Mr. Moncy Abraham (Cell No: 9400812257)

Site Address :-

Lizmontagens India Private Limited
C/o Saint-Gobain India Private Ltd.
Sriperumbudur – 602105
TamilNadu.

The other terms and conditions of your employment with the Company will be as under: -

1. You will be on probation for a period of **Three months** from the date of joining **10th June 2019**. The probationary period can be extended, if your work, conduct and performance is not found satisfactory. You will be deemed to be confirmed until you have been communicated in writing that your probation period is extended. During the prescribed / extended period of probation, your services can be terminated by either side at any time without assigning any reason, by giving one month notice and thereafter on confirmation, by giving one month notice or on payment of basic salary in lieu thereof. Provided that if your services are terminated for any act which is treated as misconduct by the Company at its sole discretion, no such notice or payment of basic salary in lieu thereof will be necessary.
2. If any of the information furnished by you through your Bio-Data / Application or any other document in connection with your employment with our Company is found to be incorrect or it is found at a later date that you have not revealed any relevant information, your services are liable to be terminated forthwith without any notice or notice pay in lieu thereof.
3. During employment with the Company, you may be posted / transferred to any of the offices / project sites / divisions / departments / units of the Company or its subsidiaries at any other location in India or abroad. Upon such posting you will be entitled to the allowances, perquisites and facilities as applicable to the Establishments / location of transfer, as per Services Rules.
4. In the matter of service conditions including those not specifically covered by this letter, you will be governed as per the Company's policy in force from time to time and the Company's decision shall be final and binding.
5. This appointment and its continuance is subject to your being certified and remaining medically fit by the Medical Officer nominated by the Company.
6. During your posting at our project sites, you will be provided with semi furnished bachelor accommodation on shared basis. Local conveyance on shared basis as per site facilities will be provided for travelling to our local work site.

6. DUTIES, RESPONSIBILITIES & CODE OF CONDUCT:

- a. The Company will expect you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, direction and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or with remuneration except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our business processes, technical know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.
- e. You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

Lizmontagens India Pvt. Ltd

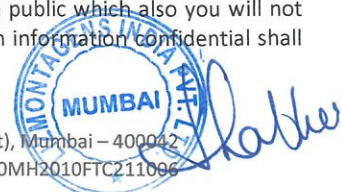
Regd Office : Unit No. 805-807, 8th Floor, I Think Techno Campus, Supremus – III, Near Kanjur Marg Railway Station, Kanjur Marg (East), Mumbai – 400042

Board : +91 22 4221 4221

Fax No.: +91 22 4924 2446

Website: www.lizmontagens.com

CIN : U74120MH2010FTC211096



MUMBAI


- f. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for the latter's Patent, Licenses or other rights, privileges or protection or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favour or in favour of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- h. You will be responsible for the safekeeping and return in good condition and order of all the properties of the company, which may be in your use, custody and care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to company's satisfaction
7. You shall not at any time during continuance of your employment with us or thereafter divulge any of the affairs or secrets pertaining to Company's manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters to any other person(s), Company, Corporation, Firm, Syndicate nor use/attempt to use any information which may be acquired during the course of your employment in the Company in any manner which may injure or cause loss to the Company.
8. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the Company
9. You will retire from the service on attaining the age of superannuation of sixty years, as per our records.
10. Gratuity as per Act shall be payable to you upon completion of five (5) years of continuous service after confirmation of your service.
11. In case you wish to resign from the services of the Company, you will give us a notice period of one (1) month in writing for due acceptance by the Management. Your final dues shall be settled thereafter within 15 days of notices period and acceptance of your resignation.
12. In case the Company would like to terminate your services for reasons best known to the Management, it will give you one (1) month notice or in lieu one month's basic salary and relieve you immediately from services of the Company.
13. Any change in your residential address must be communicated to us in writing.
14. In case of any dispute of any kind arising out of your employment or breach of contract(s), a court of law in Mumbai alone shall have jurisdiction to adjudicate upon any such dispute.
15. The Management views the compensation offered to you as an extremely confidential matter and any leakage of the same shall be viewed as a serious breach of this confidence at your level.
16. If this offer is acceptable to you on the terms and conditions contained herein (including attached annexure) please return duplicate copy of this appointment letter duly endorsed in token of your acceptance.

Please provide copies of your educational certificates, experience certificates and copy of the release order / acceptance of resignation letter from your last employer, if any, along with joining set.

Looking forward to a happy association with you.

Yours faithfully,

For Lizmontagens India Pvt. Ltd.


Sanjeev D. Prabhu
Managing Director



Acceptance

The above terms and conditions including those mentioned in the Annexure are acceptable to me.

Signature of **Mr. Barish Baskey**

Annexure to letter LIPL/HRD/APPT/2019-20/05-413
Dated 3rd June 2019

Name	:	Mr. Barish Baskey
Designation	:	GET
Grade	:	E0
Detailed Break up of Salary		
		Monthly Rs/month
Basic Salary	:	13,000.00
House Rent Allowance (HRA)	:	-
Others	:	6,417.00
Education Allowance	:	200.00
Food Subsidy	:	3,500.00
Bonus	:	1,083.00
TOTAL GROSS / Month	:	24,200.00
PF	:	1,800.00
TOTAL CTC / Month	:	26,000.00



Baskey

20th March 2019

To,

Ms. Debalina Mitra
3, Rifle Range Road, Purbayan,
Plot No - 68, Belgharia, Kolkata - 700056

Subject : Provisional offer for Appointment

Dear Ms. Mitra:

Congratulations!

We are pleased to offer you provisional appointment in our organization based on the campus selection process conducted at your college on 06th Feb 2019, with the following terms and conditions:

1. You will join as a Graduate Engineer Trainee on July 1, 2019 and will be on probation for a period of one year from your date of joining.
2. Your remuneration will be INR 4,50,000/- (Rupees Four Lakhs Fifty Thousand Only) per annum. This is all inclusive and on total cost to company basis (TCTC), including retiral benefits as per statutes and company policy. [Ref: Annexure - I ("TCTC")]
3. This offer for appointment is subject to you a) securing minimum 60% marks in aggregate for B. Tech in Ceramic Engineering, b) being found medically fit for employment, certified by a registered Medical Practitioner, c) not having any criminal records and d) having satisfactory reference checks.
4. This offer shall automatically stand withdrawn if you fail to join on July 1, 2019, unless you have obtained written permission from the undersigned for a delayed joining.
5. Your initial place of posting shall be at Rajgangpur, Odisha. Your services can be transferred from one location to another or to any Group Companies and / or entities in India or abroad. In such case, you will be governed by the terms and conditions of service as applicable at the new placement.

Detailed appointment letter will be issued to you after you join our organization. Please return the duplicate copy of this letter duly signed by you, as a token of your acceptance.

We welcome you to the Dalmia family and look forward to a mutually beneficial relationship.

With Best Wishes
Yours Sincerely


Navin Das
Head HR

Debalina Mitra
10.05.19



Dalmia Cement (Bharat) Limited
(Refractory Unit)

Rajgangpur - 770 017, Odisha, India

w www.dalmiaoocl.com CIN: U65191TN1996PLC035963

Sales Offices: Delhi 011 23457100, Kolkata 033 67012600, Bhubaneswar 0674 6773332 & Chennai 044 28301244

Regd Office: Dalmiapuram - 621651, Distt. Tiruchirappalli, Tamil Nadu, India

A Dalmia Bharat Group company.



Date: January 31, 2019

Mr. Joysurya Roy
Government College of Engineering,
And Ceramic Technology,
Calcutta

Dear Joysurya Roy,

Sub: Offer of Employment

This has reference to your application for employment in our company and subsequent interview you had with us. We are pleased to communicate you that you have been selected for the position of **Graduate Engineer Trainee**.

We have mutually discussed and settled the terms and conditions of employment during your interview, and subsequent selection through campus at **GCECT, Calcutta**.

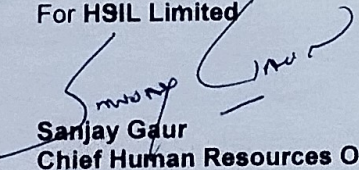
As discussed, you are advised to make it possible for yourself to join our organization by **03.06.2019** failing which your appointment will stand void.

You would be issued a proper and detailed Letter of Appointment containing all terms and conditions of employment on your joining the duty. This is an offer of employment only.

Should this offer of employment be acceptable to you on the stated terms and conditions, you are advised to sign duplicate copy of the same and return to us.

Thanking you,

Yours faithfully,
For HSIL Limited


Sanjay Gaur
Chief Human Resources Officer
R.S.

HSIL Limited

(An ISO 9001 14001 OHSAS 18001 Certified Company)

Corporate Office: 301-302, IIIrd Floor Park Centra, Sector-30, NH-8, Gurugram, Haryana - 122 001. T+91-124-4779200, F +91-124-4292898/99

Registered Office: 2, Red Cross Place, Kolkata, West Bengal - 700 001. T +91-33-22487406/07, F +91-33-22487045

marketing@hindware.co.in | www.hindwarehomes.com | CIN No. - L51433WB1960PLC024539



India's most awarded & certified bathroom products company



Mr.Najmul Haque
Vill-Bidupara, P.O- Sompara,
P.S- Saktipur,
Murshidabad - 742163,

3rd July 2019

Letter of Appointment

Dear Najmul Haque,

With reference to your application and the interview you had with us on **14-Dec-18**, we are pleased to inform you of your appointment as "**Graduate Engineering Trainee**" (GET) w.e.f. **3 - July - 2019**.

01. You shall be bound by tenure and terms of engagement as more fully contained in the minimum service agreement signed by you.
02. You will be on our Graduate Engineering Trainee Programme for One year w.e.f. **3 - July - 2019** as part of the Fresher's Trainee scheme. During the training period, your overall performance will be evaluated from time to time. At the end of the training period, if your performance is found satisfactory, you will be absorbed in Management Staff Cadre.
03. If your overall performance is found below the standard expected and/or your conduct is not found satisfactory during the training period or upon the end of the training period, your services will be terminated without further notice.
04. The details of salary are in the attached Annexure.
05. **LEAVE:**

You will be entitled to (casual& sick leave) 14 days during your training period (first 1 year). The same can be availed with the prior approval of your HOD. Upon completion of first year you will be eligible for Privilege leave as per policy. Any unauthorized absenteeism shall be strictly viewed by the Management. Beyond three days, it shall be supported by proper documents or the Company shall take such necessary action including termination of employment without further notice.

06. **PROVIDENT FUND [P.F]:**

The Company will contribute 12% of the salary towards PF. You will be entitled to become member of the PF in accordance with the rules and regulations of the fund and as may be in force from time to time.

07. You may understand that you may be posted to work in any shift or any department or to any of its branches or sister concern at the discretion of the Management.
08. The company may transfer your service to any of its sister concerns and/or to any of its branches anywhere in India without affecting your service conditions with regard to your salary, leave facility.



Carborundum Universal Limited

Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.

Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149

Email : cumigeneral@cumi.murugappa.com

Website : www.cumi.murugappa.com

CIN No. : L29224TN1954PLC000318.

09. In the event of your appointment being confirmed, your progress will be evaluated annually and the annual increment in your salary will be subject to your overall good performance and shall be at the discretion of the Management. Gratuity and other benefits if any will be applicable accordingly.
10. Your employment will be subject to your undertaking that you will not engage in any other work or carry out any other assignment except with written permission of the company. You would also bind yourself strictly to abide by the rules and regulations of the company as may be enforced from time to time and not disclose any information technically or otherwise relating to the company and/or its working to any outside party without written consent of the company. Breach of this conditions will entitle the company to dispense with your service immediately and also take such other actions as the company may deem fit.
11. You shall be liable for disciplinary action for commission of any misconduct and/or commission of any act subversive of discipline or good behavior.
 - a] On the Company's premise
 - b] In the course of duty
 - c] Outside the company's premises
12. Your appointment will be subject to your being declared medically fit by the Doctor appointed by the company for the purpose.
13. In the event of your being suffering from any disease contagious or otherwise which may endanger the health of other employees in the company, your services shall be terminated with one month's or salary in lieu of notice.
14. You shall not join with any competitor or associate in any way with any other company or body or organization engaged in the manufacture of similar products for a period of 3 years after leaving the services of the Company.
15. While you are in the employment of the company, if you make an invention, the invention will be the exclusive property of the Company and you shall forthwith supply the Company with full particulars of the invention, herewith assigning the same in favor of the Company and shall not, without their consent :-
 - a. Divulge any particulars of the invention to any other person.
 - b. Make use, exercise or vent the invention or register for patent
 - c. Encumber or dispose of any of your rights thereon.
16. While in the course of employment with the Company you will be handling and/or coming across and / or provided with information of confidential / proprietary nature concerning the products such as but not limited to knowledge concerning the Products





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CIN No. : L29224TN1954PLC000318.

- a. In the form of drawings, specifications, designs, data, processes, systems, formulae, manufacturing methods, trade secrets, marketing/manufacturing strategies etc.
- b. Information concerning financial aspects (including but not limited to sources or methods or schemes of financing or costing or pricing) or profit margin, investments, loans, etc.

You shall admit and agree that such confidential information is provided to you in utmost good faith and you shall not utilize or divulge to any person or persons any of the Company's confidential information. The Confidential Information which is made available to you shall be used only for the conduct of business of and for the requirements of the Company and the Company only.

17. Upon your accepting the offer from CUMI, it shall be obligatory on your part to serve the company for a period of 1 year from the time of completion of the training. If you leave the services of the company, you will be liable to pay damages as follows.
 - a) During the Period of training : 50 % of your Total Annual CTC.
(For one year from the Date of Joining)
 - b) During the First year of service: 25 % of your Total Annual CTC.
(For one year from Confirmation)
18. The Company reserves the right to claim any additional expenditure incurred towards imparting training to the candidate, both internal and external over and above the said compensation. The candidate has agreed to execute a separate bond to this effect.
19. You can terminate your appointment with the Company, by giving the Company three months' notice in writing or salary in lieu of the same upon completion of the second year term and in other unforeseen circumstances during the first and second year term, giving a notice of one month subject to fulfilling the conditions mentioned in Clause 17 above. The Company can terminate your services without assigning any reasons by giving you three months' notice or paying you three months' basic salary in lieu thereof.

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For CARBORUNDUM UNIVERSAL Ltd.

Rajkumar Arul

Senior Vice President - Human Resources

I hereby accept the terms and conditions stated above.

SIGNATURE

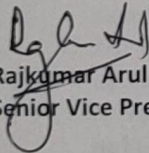


Carborundum Universal Limited
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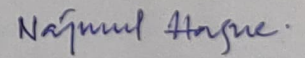
Annexure: Salary Structure

Components	per month	per annum
Basic	7000	84000
Additional Special Allowance	9984	119808
HRA	4200	50400
Conveyance	1600	19200
Medical	1250	15000
Monthly Gross Salary	24034	288408
PF		21600
Bonus (Paid at the end of Training Period)		40000
Total Annual Cost to Company		350008

For CARBORUNDUM UNIVERSAL LIMITED


Rajkumar Arul
Senior Vice President - Human Resources

I hereby declare that I accept this appointment letter



SIGNATURE

Strictly Confidential

Date: 06.08.2019

Arjoma Chattopadhyay
38/3/4- South Buxarah 1Stby Lane, Howrah-711109

Dear Arjoma,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with Vedanta Limited ("Company"), for the position of Graduate Engineer Trainee in M7 Grade. We are excited at the prospect of your working with us and look forward to your joining us on or before 06th August 2019 at the following address:

Vedanta Limited
Aluminium & Power
Vill: Bhurkamunda, P.O: Kalimandir
Jharsuguda, Odisha - 768202

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (Annexure B), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your Total Remuneration is INR 7,95,000 /- (Rupees Seven Lakhs Ninety Five Thousand Only) per annum, which will be revised upon confirmation basis your performance. Complete details on compensation are available in the Term sheet (Annexure A).

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Vedanta Limited, Jharsuguda
Vill : Bhurkamunda, P. O. : Kalimandir, Dist. : Jharsuguda (Odisha) : 768202
+91-664 566 6000 F +91-664 566 6267 www.vedantalimited.com

Registered Office: Vedanta Limited, 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala,
Dhule (East), Mumbai 400093, Maharashtra, India.
N : L13209MH1965PLC291394



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Email : cumigeneral@cumi.murugappa.com

Website : www.cumi.murugappa.com

CIN No. : L29224TN1954PLC000318.

Ms.Papiya Gayen
Barberia Post,
Raghunathbari,
Purba Mednipur,
West Bengal- 721634,

3rd July 2019

Letter of Appointment

Dear Papiya Gayen,

With reference to your application and the interview you had with us on **14-Dec-18**, we are pleased to inform you of your appointment as "**Graduate Engineering Trainee**" (GET) w.e.f. **3 - July - 2019**.

01. You shall be bound by tenure and terms of engagement as more fully contained in the minimum service agreement signed by you.
02. You will be on our Graduate Engineering Trainee Programme for One year w.e.f. **3 - July - 2019** as part of the Fresher's Trainee scheme. During the training period, your overall performance will be evaluated from time to time. At the end of the training period, if your performance is found satisfactory, you will be absorbed in Management Staff Cadre.
03. If your overall performance is found below the standard expected and/or your conduct is not found satisfactory during the training period or upon the end of the training period, your services will be terminated without further notice.
04. The details of salary are in the attached Annexure.
05. **LEAVE:**

You will be entitled to (casual& sick leave) 14 days during your training period (first 1 year). The same can be availed with the prior approval of your HOD. Upon completion of first year you will be eligible for Privilege leave as per policy. Any unauthorized absenteeism shall be strictly viewed by the Management. Beyond three days, it shall be supported by proper documents or the Company shall take such necessary action including termination of employment without further notice.

06. **PROVIDENT FUND [P.F]:**

The Company will contribute 12% of the salary towards PF. You will be entitled to become member of the PF in accordance with the rules and regulations of the fund and as may be in force from time to time.

07. You may understand that you may be posted to work in any shift or any department or to any of its branches or sister concern at the discretion of the Management.
08. The company may transfer your service to any of its sister concerns and/or to any of its branches anywhere in India without affecting your service conditions with regard to your salary, leave facility.

Papiya Gayen





Carborundum Universal Limited

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Chennai - 600 001, India.

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Website : www.cumi.murugappa.com

CIN No. : L29224TN1954PLC000318.

09. In the event of your appointment being confirmed, your progress will be evaluated annually and the annual increment in your salary will be subject to your overall good performance and shall be at the discretion of the Management. Gratuity and other benefits if any will be applicable accordingly.
10. Your employment will be subject to your undertaking that you will not engage in any other work or carry out any other assignment except with written permission of the company. You would also bind yourself strictly to abide by the rules and regulations of the company as may be enforced from time to time and not disclose any information technically or otherwise relating to the company and/or its working to any outside party without written consent of the company. Breach of this conditions will entitle the company to dispense with your service immediately and also take such other actions as the company may deem fit.
11. You shall be liable for disciplinary action for commission of any misconduct and/or commission of any act subversive of discipline or good behavior.
 - a] On the Company's premise
 - b] In the course of duty
 - c] Outside the company's premises
12. Your appointment will be subject to your being declared medically fit by the Doctor appointed by the company for the purpose.
13. In the event of your being suffering from any disease contagious or otherwise which may endanger the health of other employees in the company, your services shall be terminated with one month's or salary in lieu of notice.
14. You shall not join with any competitor or associate in any way with any other company or body or organization engaged in the manufacture of similar products for a period of 3 years after leaving the services of the Company.
15. While you are in the employment of the company, if you make an invention, the invention will be the exclusive property of the Company and you shall forthwith supply the Company with full particulars of the invention, herewith assigning the same in favor of the Company and shall not, without their consent :-
 - a. Divulge any particulars of the invention to any other person.
 - b. Make use, exercise or vent the invention or register for patent
 - c. Encumber or dispose of any of your rights thereon.
16. While in the course of employment with the Company you will be handling and/or coming across and / or provided with information of confidential / proprietary nature concerning the products such as but not limited to knowledge concerning the Products

Papaya Jayan



murugappa



Carborundum Universal Limited

Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.

Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149

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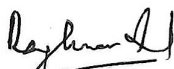
- a. In the form of drawings, specifications, designs, data, processes, systems, formulae, manufacturing methods, trade secrets, marketing/manufacturing strategies etc.
- b. Information concerning financial aspects (including but not limited to sources or methods or schemes of financing or costing or pricing) or profit margin, investments, loans, etc.

You shall admit and agree that such confidential information is provided to you in utmost good faith and you shall not utilize or divulge to any person or persons any of the Company's confidential information. The Confidential Information which is made available to you shall be used only for the conduct of business of and for the requirements of the Company and the Company only.

17. Upon your accepting the offer from CUMI, it shall be obligatory on your part to serve the company for a period of 1 year from the time of completion of the training. If you leave the services of the company, you will be liable to pay damages as follows.
 - a) During the Period of training : 50 % of your Total Annual CTC.
(For one year from the Date of Joining)
 - b) During the First year of service: 25 % of your Total Annual CTC.
(For one year from Confirmation)
18. The Company reserves the right to claim any additional expenditure incurred towards imparting training to the candidate, both internal and external over and above the said compensation. The candidate has agreed to execute a separate bond to this effect.
19. You can terminate your appointment with the Company, by giving the Company three months' notice in writing or salary in lieu of the same upon completion of the second year term and in other unforeseen circumstances during the first and second year term, giving a notice of one month subject to fulfilling the conditions mentioned in Clause 17 above. The Company can terminate your services without assigning any reasons by giving you three months' notice or paying you three months' basic salary in lieu thereof.

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For CARBORUNDUM UNIVERSAL Ltd.


Rajkumar Arul
Senior Vice President - Human Resources

I hereby accept the terms and conditions stated above.


SIGNATURE

**Carborundum Universal Limited****Regd.off :** 'Parry House', 43, Moore Street,
Chennai - 600 001, India.

Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149

Email : cumigeneral@cumi.murugappa.com

Website : www.cumi.murugappa.com

CIN No. : L29224TN1954PLC000318.

Annexure: Salary Structure

Components	per month	per annum
Basic	7000	84000
Additional Special Allowance	9984	119808
HRA	4200	50400
Conveyance	1600	19200
Medical	1250	15000
Monthly Gross Salary	24034	288408
PF		21600
Bonus (Paid at the end of Training Period)		40000
Total Annual Cost to Company		350008

For CARBORUNDUM UNIVERSAL LIMITED


Rajkumar Arul
Senior Vice President - Human Resources

I hereby declare that I accept this appointment letter


SIGNATURE



Date: 13th December 2018

Mr. Prosanta PATRA
Imerys Industrial Graduate Trainee

Sub: Selection under Imerys Industrial Graduate Program

Basis your application for the role under Imerys Industrial Graduate Program and the selection process thereafter, we are pleased to inform you that you have been selected under Imerys Industrial Graduate Program w.e.f **1st July 2019**.

The duration of the Imerys Industrial Graduates Program is two years, consisting of multiple assignments within or outside India across different businesses and sub-streams in Industrial function. The objective is to build your skills and competencies while working closely with Industrial Managers in India, region and different business groups. These opportunities will provide you with diverse and meaningful "hands-on" Industrial experience preparing you for a successful career at Imerys. After successfully completing the two year program, you will be offered a challenging role within Imerys.

All appointments in this organization are subject to the selected candidate being medically fit for employment. You are requested to submit medical certificate stating your fitness for the job, by any registered (MBBS) medical practitioner.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

We look forward to welcome you on board.

Yours sincerely,

Hakimuddin Ali
Chairman, Imerys India

Encl:

Medical Report Form.

Annexure - Compensation structure

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on 1st July 2019

Signature





(An ISO 9001:2008 Certified Company)

Registered Office:

4th Floor, Kings Mall, Sector-10, Rohini, New Delhi-110085 (INDIA)
 Ph. : 011-66376000 • Fax : 011-66376060
 E-mail: info@goldplusgroup.com • Website: www.goldplusgroup.com
 CIN : U26109DL2005PLC143705

To,
Mr. Safiqul Islam
 Vill&post:Nawpukuria
 Distt.Murshidabad,Pin - 742133,
 Email: safi12150@gmail.com

Dear Safiqul,

Subject- Letter of intent for the position of "GET"

This has reference to our discussions, we are pleased to offer you the position of "GET". Your initial posting will be at "Roorkee". You had indicated to join the organization on or before 5th June 2019.

This offer is contingent upon satisfactory submission of following:

1. Photocopies of all testimonial. (Xth, XIIth, Diploma, Degree, Post Degree, Doctorate or any other qualification).
2. Photocopy of ID proof.(PAN card, Voter ID, Driving License, Passport).
3. Photocopy of ID proof (local & permanent both).
4. Requisite IT Declaration Form.(Form 16/ Form 12).
5. Relieving letter or unqualified acceptance of resignation, in original.
6. Copy of all previous experiences.
7. Copy of last emoluments.
8. Eight Photographs with red background in passport size.

The detailed terms & conditions of your services will be issued to you at the time of your joining, in the form of "Appointment Letter".

We hope this will be the beginning of a long and mutually satisfying association with Gold Plus Group.

Please acknowledge the duplicate copy of this letter as a token of your acceptance.

for **Gold Plus Glass Industry Limited**



(Authorized Signatory)

Unit-III (Roorkee) : Gold Plus Estate, Village Thithola, Pargana Manglaur, Tehsil : Roorkee, District : Hardwar, Uttarakhand-247801
 Tel. : +91-1332-306000 • Fax : +91-1332-305050 • E-mail : info@goldplusgroup.com • Website : www.goldplusgroup.com



Name: *Swiyam Ghosh*

Date: *4.10.2018*

Dear Mr/Ms: *Swiyam*

LETTER OF INTENT

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

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

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,

Authorized Signatory

Vedanta Limited

PO: Lanjigarh, Dist.: Kalahandi, Odisha, India – 766 027

T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India.

CIN: L13209MH1965PLC291394

Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 4.10.2018

Name	Sriyam Ghosh
Company / Business Unit	Vedanta Limited
Position / Title	Graduate Engineer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

Compensation Scheme

I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.

Vedanta Limited (Formerly Sesa Sterlite Ltd)
PO: Lanjigarh, Dist: Kalahandi, Odisha, India - 766 027
T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East),
Mumbai 400093, Maharashtra, India.
CIN: L13209GA1965PLC000044

#	Particulars	Amount (INR) per annum	Remarks
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above

Vedanta Limited (Formerly Sesa Sterlite Ltd)

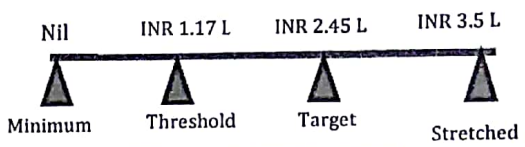
PO: Lanjigarh, Dist: Kalahandi, Odisha, India - 766 027

T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India.

CIN: L13209GA1965PLC000044

Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)

<p>Target Annual Performance Pay</p>	<p>2,45,000</p>	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p> 
<p>Total Target Remuneration</p>	<p>7,95,000</p>	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

- 100% compliance of company's rules, regulations, code of conduct and Group Values
- Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
- In addition, you will be entitled for retention bonus of INR 1,50,000 which will be paid in 3 installments of INR 50,000 each on completion of 18, 30 & 42 months respectively from date of joining.

For Vedanta Limited

[Signature]
 Name: Mahendra Kumar Rout
 Designation: Head - HR

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

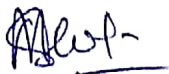
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 CIN: L13209GA1965PLC000044

Annexure 2: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
 2. HB, WBC total & Diff Count
 3. ESR
 4. Blood Sugar AC & PC
 5. Fasting Lipid Profile
 6. Ser. Creatinine
 7. LFT
 8. Urine Routine Exam
 9. Chest X-ray PA View
 10. ECG & TMT
 11. Audiometry and Spirometry
- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
 - You may also be required to undergo medical examination from our referred hospital at the time of joining.
 - The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
 - The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.



Authorized Signatory



Suchetan Debnath <debnath.suchetan07@gmail.com>

Appointment Offer.

3 messages

Manoranjan Bal <manoranjan.bal@trlkrosaki.com>

Mon, May 6, 2019 at 6:36 PM

To: debnath.suchetan07@gmail.com

Cc: rsen63@gmail.com, Prashant Patra <prashant@trlkrosaki.com>

**STRICTLY CONFIDENTIAL**

Mr. Suchetan Debnath Date: May 6, 2019

GCECT, Kolkata

Sub : Appointment Offer.

Dear Suchetan,

Congratulations !

This has reference to the interview you had with us, we are pleased to offer you the position of **GRADUATE TRAINEE** in our Company. This appointment is subject to your passing the medical examination which will be conducted in our Hospital at Belpahar. Your compensation package for the aforesaid position is attached herewith in a separate sheet (Annexure – I). As discussed, you are requested to join us on July 01, 2019 (Monday) for your induction programme.

Detailed appointment letter will be issued to you after your joining the Company. On the date of joining, you are requested to bring all certificates in original with regard to your qualification, experience, date of birth, etc., as mentioned in your bio-data, and SBI/CBI pass book, Voter ID Card, Pan Card, UAN Number, Aadhar Card, Passport, Driving Licence and one set photocopy of each of the said documents for verification and to be kept in service record along with 4 nos. of passport size photographs. In addition to the above, please bring last employment salary slip for 2 (two) months, CTC letter and P.F. statement, if any. Please note that your name, date of birth and gender must be same in the Matriculation Certificate, Aadhar Card, PAN Card, UAN Card and Bank Passbooks as applicable to create KYC with P.F. authorities. In case there is any discrepancy in your name and date of birth, please correct the same before the joining date. You are also requested to bring the release order from your present employer if you are employed at present. Wearing of protective leather shoes inside Company premises is mandatory as per safety regulation.

Please send us your acceptance through email by May 13, 2019 and also indicate if you are joining on the date indicated above, along with your consent to sign an Agreement with the Company to work for a period of three (3) years with surety bond (sample format is attached herewith only for your information, which will be prepared at Belpahar, after joining formalities are over).

Looking forward to your becoming a valuable member of "Team TRL Krosaki".

Thanking you,

Yours truly,
for TRL Krosaki Refractories Limited,

Name: *Buranda Saha*

Date: *11.10.2018*

Dear Mr/Ms: *Buranda*

LETTER OF INTENT

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

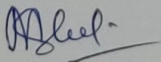
- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

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

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,



Authorized Signatory

Vedanta Limited

PO: Lanjigarh, Dist.: Kalahandi, Odisha, India – 766 027

T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India.

CIN: L13209MH1965PLC291394



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318

14th December 2018

Dear **SOUROJIT PAL,**

Welcome to **Carborundum Universal Limited!**

We are delighted to offer you the position of **Graduate Engineer Trainee** in our company. The training period is 12 months. Your assimilation into our system depends on your enthusiasm to apply your knowledge in your specified role, your willingness to work diligently and a keen desire to learn. During this period we will provide you with opportunities for a fairly comprehensive exposure to our Company and also to undertake specific assignments.

The Salary Structure is provided as an Annexure to this Letter.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course. Please sign and return the duplicate copy of this letter as a token of your acceptance. Your selection is subject to your being found medically fit and your successful completion of your Engineering Degree in April / May 2019.

We look forward to meeting you soon and trust that your association with Carborundum Universal will be a mutually beneficial one.

Yours faithfully,
For **CARBORUNDUM UNIVERSAL LIMITED**

Muthiah M
Executive Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Sourojit Pal

SIGNATURE

Contact details

Mobile: (+91) 8981294601

Email id: *sourojit.p2@gmail.com*



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel : +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318

Annexure: Salary Structure

Components	Per month	Per annum
Basic	7000	84000
Additional Special Allowance	9984	119808
HRA	4200	50400
Conveyance	1600	19200
Medical	1250	15000
Monthly Gross Salary	24034	288408
PF		21600
Bonus (Paid on confirmation at the end of Training Period)		40000
Total Annual Cost to Company		350008

It shall be obligatory on your part to accept the job and serve the company for a minimum period of 2 years from the Date of Joining as a Graduate Engineer Trainee. A Minimum Service Agreement and Promissory note will have to be signed by you at the time of joining as a Graduate Engineer Trainee. If you leave the services of the company, you will be liable to pay damages as follows:

- 50% of the CTC if you leave the organization on or before the date of confirmation
- 25% of the CTC if you leave the organization post confirmation

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For **CARBORUNDUM UNIVERSAL LIMITED**

Muthiah M
Executive Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Sourojit Pal
SIGNATURE

MCL/App./ 748

Date : 15.06.2019

Mr. Suvankar Mondal,
S/O Mr. Sasanka Mondal,
Kismat Kumarchak, P.O. Bara Kumarchak,
Dist-East Medinipur(W. B.)-721647.

Dear Mr. **Mondal,**

With reference to your application and subsequent interview, we are pleased to engage you as a **Graduate Engineering Trainee** in our factory on the following terms & conditions :-

- 1 That you will be paid consolidated stipend as mentioned in the separate sheet enclosed forming part of this letter.
- 2 That the duration of your training will be **3(Three) months** from the date of your joining.
- 3 That you will join us by **15th June 2019**.
- 4 That you will have to undergo training in department and shifts at the discretion of Training In-charge.
- 5 That if you absent yourself during training period without written consent from any Officer duly authorised on this behalf and/or if you leave the training before its completion as provided in this letter, then the company shall treat this as a breach of contract and shall withdrawn this facility and forefeet all outstanding payments due to you and without prejudice to the company's other remedies.
- 6 That Training In-charge will hold periodical tests at reasonable intervals and if you fail in two tests consecutively, you may not be allowed to continue as a Graduate Engineering Trainee and this engagement may be revoked.
- 7 That you will be given facility of leave as prescribed under the Factories Act. You will also be allowed such festival holidays as are observed in this establishment.
- 8 That it shall not be obligatory on the part of the company to offer you any employment after the completion of your Training period in this establishment.
- 9 That you shall not be allowed or entitled to any other facilities being allowed to the regular workmen / employees of the company save and except provided herein specifically.

Contd...p/2

Suvankar Mondal
21.06.19

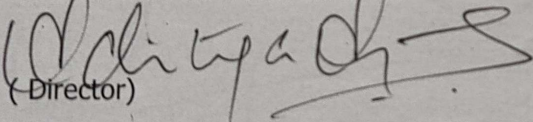
: 2 :

- 10 In all other matters you will be governed by the Standing Orders and other rules and regulations framed by the company from time to time.
- 11 That your Training can be terminated by giving one month notice in writing from either side.
- 12 That you have agreed to undergo training under the company out of your own accord after understanding all the hazards and risks in this type of industry.
- 13 That you are a Graduate Engineering Trainee and this appointment shall not confer upon you any right and privileges of regular employees and/or workmen of this company.

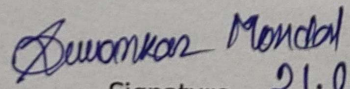
If you agree to be engaged as a Graduate Engineering Trainee on the above terms & conditions, you should append your signature on the copy of this appointment letter and return the same for record.

Thanking you,

Yours faithfully,
for MAITHAN CERAMIC LIMITED


(Director)

I have read / been explained the above terms & conditions of Graduate Engineering Trainee. I do hereby agree to abide by them.


Signature 21.06.19



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
Email : cumigeneral@cumi.murugappa.com
Website : www.cumi.murugappa.com
CIN No. : L29224TN1954PLC000318.

14th December 2018

Dear **TILAK MATABBAR,**

Welcome to Carborundum Universal Limited!

We are delighted to offer you the position of **Graduate Engineer Trainee** in our company. The training period is 12 months. Your assimilation into our system depends on your enthusiasm to apply your knowledge in your specified role, your willingness to work diligently and a keen desire to learn. During this period we will provide you with opportunities for a fairly comprehensive exposure to our Company and also to undertake specific assignments.

The Salary Structure is provided as an Annexure to this Letter.

The training will commence with an Induction Program at Chennai. The exact date will be communicated to you in due course. Please sign and return the duplicate copy of this letter as a token of your acceptance. Your selection is subject to your being found medically fit and your successful completion of your Engineering Degree in April / May 2019.

We look forward to meeting you soon and trust that your association with Carborundum Universal will be a mutually beneficial one.

Yours faithfully,
For CARBORUNDUM UNIVERSAL LIMITED

Muthiah M
Executive Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE

Contact details

Mobile:

Email id:



murugappa



Carborundum Universal Limited
Regd.off : 'Parry House', 43, Moore Street,
Chennai - 600 001, India.
Tel.: +91-44-3000 6161 Fax : +91-44-3000 6149
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Annexure: Salary Structure

Components	Per month	Per annum
Basic	7000	84000
Additional Special Allowance	9984	119808
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Conveyance	1600	19200
Medical	1250	15000
Monthly Gross Salary	24034	288408
PF		21600
Bonus (Paid on confirmation at the end of Training Period)		40000
Total Annual Cost to Company		350008

It shall be obligatory on your part to accept the job and serve the company for a minimum period of 2 years from the Date of Joining as a Graduate Engineer Trainee. A Minimum Service Agreement and Promissory note will have to be signed by you at the time of joining as a Graduate Engineer Trainee. If you leave the services of the company, you will be liable to pay damages as follows:

- 50% of the CTC if you leave the organization on or before the date of confirmation
- 25% of the CTC if you leave the organization post confirmation

Please sign and return the duplicate copy of this letter in token of your acceptance of the above mentioned terms and conditions.

For **CARBORUNDUM UNIVERSAL LIMITED**

Muthiah M
Executive Vice President – Human Resources

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

SIGNATURE



02-SEP-2019

Letter Of Appointment

Mr. Rohi Modak
TCS - Kolkata

Dear Mr. Rohi,

Further to your acceptance of our offer letter vide TCSL/DT20184279859/- Kolkata dated 27-Sep-2018 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 02-SEP-2019 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1604191.

Yours sincerely,
For TATA Consultancy Services Limited

A handwritten signature in black ink, appearing to read 'R. Vas', with a horizontal line underneath.

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



27-MAY-2019

Letter Of Appointment

Mr. Titas Majumder
TCS - Bangalore

Dear Mr. Titas,

Further to your acceptance of our offer letter vide TCSL/DT20184660322/- Bangalore dated 27-Sep-2018 we are pleased to appoint you in our organisation in grade Y as A.S.E-Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 27-MAY-2019 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is 1604438.

Yours sincerely,
For TATA Consultancy Services Limited

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021



HRD/3T/19-20/12803089

Mr. Archisman Podder
Candidate ID: 12803089
5/1B, Dr. S.P. Mukherjee Road, Dum Dum,
Cantonment
India - 700028
West Bengal
India
Ph: (91) 90519 29784

July 26, 2019

Dear Archisman,

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

Digitally signed by RICHARD LOBO
Date: 2019.07.26 14:04:15 +05:30
Reason: Offer Letter
Location: Bangalore

HRD/3T/19-20/12803089

July 26, 2019

Mr. Archisman Podder
Candidate ID: 12803089
5/1B, Dr. S.P. Mukherjee Road, Dum Dum,
Cantonment
India - 700028
West Bengal
India
Ph: (91) 90519 29784

Dear Archisman,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **August 12, 2019**.

Location

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

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

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

Training Period:

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training.

Probation and confirmation

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

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, 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 working days of leave annually.

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

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

Agreement:

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year **2019 - 20** will be as follows:

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

Basket of Allowances (BOA)

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

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

National Pension Scheme

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

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

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

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' 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 **2018 -2019**. 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 name Location

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

ANNEXURE - I
(Compensation during the Training Period)

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

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

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (1+2+3)	25,000
TOTAL GROSS SALARY	25,000

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (Without Security)	Nil	12	Nil

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

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

ANNEXURE- II
(Compensation post Unit allocation)

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

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

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
FIXED GROSS SALARY (FGS) (1+2+3)	25,000

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

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000 (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				



Dear Mr. Rahul Routh,

Date: 28th April' 2021

Jhargram - 721507

Based on the discussion we had with you earlier, we are pleased to appoint you as Software Engineer in our organization on the following terms and conditions.

Date of Joining: You have to join us on 3rd May 2021.

Salary: Your Annual Total Employment Cost to the company would be Rs. 1, 20,000.00 (One Lakh Twenty thousand rupees only) including performance bonus of Rs. 40,000.00 (Forty thousand rupees only) .

Place/Transfer: Your present place of work will be at Jhargram, West Bengal, India, but during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

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.

1. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and Company's Human assets profile.

2. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.

Purpuligo Technologies Pvt. Ltd.

4. 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.

5. 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.

6. 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.

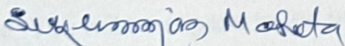
7. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Purpuligo Technologies family and look forward to a fruitful collaboration.

With best wishes,

For Purpuligo Technologies Private Limited.



Name: Mr. Sukharanjan Mahata

Designation: Director



Offer: Computer Consultancy
Ref: TCSL/DT20184210772/Kolkata
Date: 23/11/2018

Ms. Ankita Basu
60/8Sudha Sindhu Banerjee Road,
Behala,
Kolkata-700060,
West Bengal.
Tel# -

Dear Ankita Basu,

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 **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184210772

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

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

Gratuity

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TCSL/DT20184210772

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Building 1A, EcoSpace, Plot - IIF/12, New Town, Rajarhat, Kolkata-700156, West Bengal, India

Tel: 91 33 6688 1000 Fax: 91 33 6636 6001 Website: www.tcs.com

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

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



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

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

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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



notice as mentioned herein above.

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

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

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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



23. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCSL Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Ankita Basu
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

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

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

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



Annexure 2

Regional Offices

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

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

Offer from GRC Stack Pvt Ltd

niran@grcstack.com <niran@grcstack.com>
To: asmitasahaasmita@gmail.com
Cc: nikhil <nikhil@grcstack.com>, asaha1729@gmail.com

Thu, Jan 18, 2018 at 10:39 AM

Dear Ms. Asmita,

Congratulations!!!

It is with great pleasure that we are writing to you to offer you the position of Software Trainee with GRC Stack Pvt Ltd. Your experience and enthusiasm will be an asset to our company. Your offered monthly salary will be Rs 14,000.

Kindly join us on Monday 22nd January 2018. You will be reporting to Ms. Joyeeta Pal.

Please let me know if you have any queries. We are thrilled to welcome you to the team!

Thanks and Regards,
Niranjan
GMS Global Solutions Pvt Ltd.,
080-65377632
9886250451

25-Jul-2018

Dear Saswata Choudhury,
B.Tech/B.E., Computer Science & Engineering
saswatachoudhury8@gmail.com



Candidate ID – 1222441

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

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

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

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu

Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

Name: Saswata Choudhury **Designation:** Programmer Analyst Trainee

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

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

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

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

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

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

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

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

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

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

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

I/160933/2021

Government of West Bengal
Technical Education, Training and Skill Development Department
Polytechnic Branch, Karigari Bhawan
B/7, Action Area-III, New Town, Rajarhat, Kolkata - 700160

Date: 25/11/2021

NOTIFICATION

The Governor is pleased to appoint the candidates annexed herewith as recommended by the Public Service Commission, West Bengal provisionally for a period of 1 (one) year to the post of Lecturers in Computer Science & Technology of Govt. Polytechnics in the West Bengal General Service in the Pay Matrix of Pay under WBS (ROPA) Rules 2019 corresponding to Pay Band of Rs.15,600- 39,100/- plus A.G.P. Rs.5,400/- or 6,000/- under WBS (ROPA) Rules 2009 as the case may be, per month, plus other admissible allowances with effect from the date of their joining the post at the Govt. Polytechnics as mentioned against their names at Column-4 of the annexure until further orders.

2. The Candidate concerned will draw his/her pay in the Pay Matrix of Pay under ROPA '2019 corresponding to Pay Band of Rs.15,600-39,100/- plus A.G.P. Rs.5,400/- or 6,000/- under ROPA' 2009 as the case may be, per month, plus other admissible allowances with effect from the date of his/her joining the post of Lecturer at the Govt. Polytechnic mentioned against his/her name.

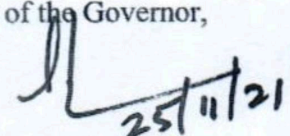
3. The above appointment is made provisionally for the period of 1 (one) year from the date of joining the post of Lecturer at the concerned Polytechnic mentioned at Column-4 of the table above, pending receipt of Medical Examination and Report of Verification of antecedents & character (Police Verification Report) of the candidates by the competent Medical Board and Police Authorities concerned. In case, the PVR in respect of any candidate is found unsatisfactory by the concerned Police Authorities, the appointment in respect of the candidate is liable to be terminated forthwith without issuing any notice to him/her and/or without assigning any reason whatsoever.

4. The candidate concerned is liable to be transferred to any other Government Polytechnic in West Bengal as and when necessary.

5. The candidate concerned will report to his/her duties in the post of Lecturer in CS&T at the Polytechnic as mentioned at Col. 4 against his/her name, within two months from the date hereof, if not extended by any special order to this effect, failing which his/her candidature is liable to be cancelled without assigning any reason thereof.

This provisional appointment is made in the interest of public service with the approval of competent authority of this Department.

By order of the Governor,



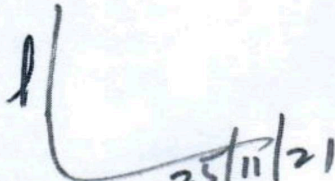
Additional Secretary
to the Govt. of West Bengal



I/160933/2021

Copy forwarded for information & necessary action to:-

1. The Principal Accountant General (A&E), W.B., Treasury Buildings, Kolkata-1.
2. The Director of Technical Education & Training, West Bengal --- he is requested to follow the guideline as laid down in this Deptt's Order No.574-TET(Poly) dt.13/09/2010 at the time of fixation of pay of the candidate concerned.
3. The Principal/P.I.C., -he is requested to follow the guideline as laid down in this Deptt's Order No.574- TET(Poly) dt. 13/09/2010 at the time of fixation of pay of the candidate concerned.
4. The Treasury Officer,
5. The Secretary, Public Service Commission, 161-A, S.P. Mukherjee Road, Kolkata -700 026 with reference to his letter No.201-PSC (Selection)-1S-20/2018 dated 27/04/2021.
6. Sri/Ms.....
.....
.....
Address:.....
.....
.....
7. The Sr. A.O., West Bengal State Council of Technical and Vocational Education and Skill Development, Karigari Bhawan, New Town, Kolkata-160.
8. The P.S. to the Hon'ble M.O.S.(I.C.) of this Department.
9. The Sr. P.S. to the Principal Secretary of this Department.
10. Guard file


 Additional Secretary
 to the Govt. of West Bengal

Annexure

Sl. No.	Name & Permanent address of the Candidate	Date of Birth & Educational Qualification	Place of Posting
1	Sri Sourav Chakraborty, S/o Sri Subrata Chakraborty, Vill-Narendrapur, P.O.-Munshirhat, P.S.-Jagatballavpur, Dist.-Howrah, PIN-711410	14-02-1988 M.Tech.	K.G. Engineering Institute, Bankura
2	Sri Soumendra Nath Mishra, S/o Late Baidyanath Mishra, Naba Baishali Sarani, Police Para, Dhalua, P.S.-Narendrapur, Dist.-South 24 Parganas, PIN-700152	03-07-1981 M.Tech.	Contai Polytechnic, Purba Medinipur
3	Sri Subhasish Ghosh, S/o Sri Dhananjay Ghosh, House No.-11/203, Madhya Shantinagar, Dabgram-II, P.O.-Dabgram, P.S. Bhaktinagar, Dist Jalpaiguri, PIN-734004	03-05-1991 M.Tech.	Jalpaiguri Polytechnic Institute, Jalpaiguri
4	Sri Pritam Ghosh, S/o Sri Hiranmay Ghosh, C/8, Shyamali housing Estate, EA Block, Sector 1, Salt Lake, Bidhannagar (M), Dist North 24 Parganas, PIN-700064	19-06-1995 M.Tech.	ICV Polytechnic, Jhargram
5	Sri Kumar Gourav Das, S/o Sri Anil Kumar Das, Vill-Muralibar, P.O. & P.S.- Bagnan, Dist.-Howrah, PIN-711303	18-08-1990 M.Tech.	ICV Polytechnic, Jhargram
6	Sri Shounak Chatterjee, S/o Sri Samit Chatterjee, Flat No. 2C, Puspita Apartment, No.75, Basudevpur Road, P.O.-Shyamnagar, P.S. Jagaddal, Dist.-North 24 Parganas, PIN-743127	30-06-1995 M.Tech.	ICV Polytechnic, Jhargram
7	Ms Shriya Goswami, D/o Late Ashit Kumar Goswami, 4/92A Vidyasagar, P.O Naktala, P.S.-Netajinagar, Kolkata, PIN-700047	29-11-1989 M.Tech.	Uluberia Govt. Polytechnic, Howrah
8	Sri Anjan Dutta, S/o Late Amlan Kumar Dutta, AW-30, Arunachal West, P.O.-Sodepur, P.S.-Khardah, Dist.-North 24 Parganas, PIN-700110	13-05-1986 M.Tech.	RRK Govt. Polytechnic, Jhargram

9	Ms. Madhuparna Das, D/o Sri Nirmalendu Das, Arabindanagar Court Complex, Lane No-6, P.O. Alipurduar Court, P.S. Alipurduar, Dist Alipurduar, PIN-736122	10-02-1987 M.Sc	Mirik Govt. Polytechnic, Darjeeling
10	Ms. Tuheli Bhattacharya, D/o Sri Subir Chandra Bhattacharjee, Flat No. B-23/101, Peerless Nagar, 29F, B. T. Road, Panihati, Dist.-North 24 Parganas, PIN-700114	24-10-1994 M.E.	Basirhat Govt. Polytechnic, North 24 Parganas
11	Sri Sankarsan Seal, S/o Sri Saroj Kumar Seal, 43/A, Narendra Nagar, Kamarhati Municipality P.O. & P.S.-Belgharia, Dist.-North 24 Parganas, PIN-700056	07-11-1984 M.Tech.	RRK Govt. Polytechnic, Jhargram
12	Sri Partha Sarathi Banerjee, S/o Sri Bidyut Banerjee, Flat No. 4A, Geetanjali Apartment, Hindustan Cables Main Road, P.O.-Rupnarayanpur Bazar, P.S.-Salanpur, Dist.-Paschim Bardhaman, PIN-713386.	22-05-1994 B.Tech.	Raghunathpur Govt. Polytechnic, Purulia
13	Sri Koushik Mondal, S/o Sri Nityananda Mondal, Vill & P.O. -Amdole, P.S. Paikar, Dist.-Birbhum, PIN-731219	21-08-1995 M.Tech.	Murarai Govt. Polytechnic, Birbhum
14	Sri Debartha Saha, S/o Sri Dipak Saha, House No.14, Ward No. 5, Sukanta Sarani, Kanthalpota, P.O. Krishnagar, Dist- Nadia, PIN-741101	09-11-1994 M.Tech.	Nalhati Govt. Polytechnic, Birbhum
15	Sri Kaustuv Deb, S/o Sri Tapan Kumar Deb, Nabajiban Colony, P.O. Bisharpara, P.S.-Airport, Dist.-North 24 Parganas, PIN-700051	24-07-1986 M.Tech.	Nalhati Govt. Polytechnic, Birbhum
16	Sri Suman Kalyan Kar, S/o Sri Timir Kumar Kar, 8, Bipin Paul Sarani, College Para, Siliguri, Dist.-Darjeeling, PIN-734001	09-04-1982 M.Tech.	Mirik Govt. Polytechnic, Darjeeling
17	Sri Debraj Das, S/o Sri Debnarayan Das, Veyerbazar, P.O. & P.S.-Chandrakona Town, Dist.-Paschim Medinipur, PIN-721201	16-03-1987 M.E.	Raghunathpur Govt. Polytechnic, Purulia
18	Ms. Anindita Sarkar, D/o Late Joydeb Sarkar, Vill-Paschimpara (Kalitala), P.O. Madanpur, P.S.-Chakdah, Dist.-Nadia, PIN-741245	10-09-1987 M.E.	BPCIT, Krishnanagar, Nadia

I/160933/2021

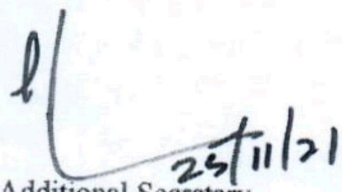
19	Ms. Susmita Patra, D/o Sri Ahi Bhusan Patra, Deodar Place, Garia Station Road, P.O.- Garia,P.S.-Narendrapur, Dist.-South 24 Parganas, PIN- 700084	01-12-1995 M.E.	Uluberia Govt. Polytechnic, Howrah
20	Ms Paramita Bandyopadhyay, D/o Sri Gaganendra Nath Bandyopadhyay, 40/1, Bachaspati Para Road, Vill & P.O.- Dakshineswar, P.S.- Belghoria, Dist.- North 24 Parganas, PIN-700076	06-06-1996 B.Tech.	Kanyapur Govt. Polytechnic, Paschim Bardhaman
21	Sri Partha Pratim Saha, S/o Sri Prasanta Saha, Flat No-2D, Dakshinayan Abasan, Col. K.P. Gupta Road, Halisahar Chowmatha Bazar, Adarsha Pally, P.O. Nabanagar, P.S- Bizpur Dist.- North 24 Parganas, PIN-743136	12-07-1988 B.Tech	Nalhati Govt. Polytechnic, Birbhum
22	Sri Debapratim Das Dawn, S/o Sri Dipak Kumar Das Dawn, House No. 592, Ranchi Road ByLane, Netaji Suvash Pally, Bidhyasagar Pally, Ward No. 3, P.O + P.S.& Dist- Purulia, PIN- 723101	21-01-1989 M.Tech	Bundwan Polytechnic, Purulia
23	Ms Smita Paira, D/o Sri Binanda Kumar Paira, B/45, Unit-7, Santragachi Rail Colony, Dakshin Parshwa, Jagacha, Dist.- Howrah, PIN-711111	29-01-1995 M.Tech.	BPCIT, Krishnanagar, Nadia
24	Sri Jogendra Garain, S/o Late Prafulla Garain, Vill- Parbelia, P.O. & P.S.- Neturia, Dist.- Purulia, PIN-723121	20-01-1980 Ph.D.	Raghunathpur Govt. Polytechnic, Purulia
25	Ms. Payel Pramanik, D/o Sri Ganesh Pramanik, Vill-Suranayanpur, P.O. Harirampur, P.S. Daspur, Dist.Paschim Medinipur, PIN-721211	07-09-1993 M.E.	MBC Institute of Engineering & Technology, Purba Bardhaman
26	Ms. Moumita Mantri, D/o Sri Kalyan Kumar Mantri, Flat-A1, Anandadhara Phase-I, Mahaprabhuchak, Haldia Township, Dist.-Purba Medinipur, PIN-721607	26-04-1983 M.Tech.	Dr. MSIT, Haldia, Purba Medinipur
27	Wasim Hossain, S/o Late Md Anowar Hossain, Vill & P.O.-Basuldanga, P.S.-Diamond Harbour, Dist.-South 24 Parganas, PIN-743368	26-11-1990 M.Tech.	Murarai Govt. Polytechnic, Birbhum

I/160933/2021

28	Ms. Madhumita Sardar, D/o Sri Binay Kumar Sardar, Vill & P.O.-Narayanpur, P.S.-Rampurhat, Dist.-Birbhum, PIN-731224	11-05-1993 M.Tech.	HMSM Govt. Polytechnic, Rampurhat, Birbhum
29	Ms. Mamata Dutta, D/o Sri Jyotishananda Dutta, Ward No. 3, P.O.-Subarnapur, P.S.-Haringhata, Dist.-Nadia, PIN-741249	08-12-1990 M.E.	K.G. Engineering Institute, Bankura
30	Sri Atanu Majumder, S/o Sri Pabitra Kumar Majumder, Vill- Hudashimulpur, P.O.-Thakurnagar, P.S.- Gaighata, Dist.-North 24 Parganas, PIN-743287	07-06-1988 M.Tech.	Baghmundi Govt. Polytechnic, Purulia
31	Sri Milan Pradhan, S/o Sri Panchanan Pradhan, Vill-Jamua, P.O.-Baita Bazar, P.S.-Mohanpur, Dist.-Paschim Medinipur, PIN- 721420	10-05-1991 M.Tech.	Kaliachak Govt. Polytechnic, Malda
32	Ashif Sheikh, S/o Mojammel Sheikh, Vill-Patdaha, P.O.-Kamarpole, P.S.-Parulia Coastal, Dist.-South 24 Parganas, PIN-743368	18-02-1995 M.Tech.	Kaliachak Govt. Polytechnic, Malda
33	Sri Sourav Chandra Mandal, S/o Late Sankar Prasad Mandal, Vill-Kodialia, P.O.-Kodialia Shibpur, P.S.-Falta, Dist.-South 24 Parganas, PIN-743368	07-02-1983 M.Tech.	S.N. Bose Govt. Polytechnic, Malda
34	Ms. Mousumi Biswas, D/o Sri Prabhash Chandra Biswas, Vill & P.O.- Rasakhowa, P.S.-Karandighi, Dist.-Uttar Dinajpur, PIN- 733212	24-05-1991 M.Tech.	Itahar Govt. Polytechnic, Uttar Dinajpur
35	Sri Nirmal Kr. Biswas, S/o Sri Nirapada Biswas, Vill-Uttar Panchpota, P.O. & P.S.-Chakdaha, Dist-Nadia, PIN-741222	07-10-1985 M.Tech.	Gangarampur Govt. Polytechnic, Dakshin Dinajpur
36	Ms. Sharmistha Mondal, D/o Sri Ranjoy Mondal, House No.83, B.T. College Road, Tikarhat, P.O.-Lakurdi, P.S.-Bardhaman Sadar, Dist.-Purba Bardhaman, PIN-713102	28-10-1990 M.E.	Kanyapur Govt. Polytechnic, Paschim Bardhaman
37	Sri Somnath Roy, S/o Sri Kamal Krishna Roy, 49, Ramgobinda Road, P.O. & P.S.-Nabadwip, Dist.-Nadia, PIN-741302	08-01-1981 M.Tech.	Itahar Govt. Polytechnic, Uttar Dinajpur

I/160933/2021

38	Sri Chinmoy Ghorai, S/o Sri Jagabandhu Ghorai, Dalapatipur, P.O.-Kharar, P.S.-Ghatal, Dist.-Paschim Medinipur, PIN- 721222	17-05-1988 Ph. D.	Hili Govt. Polytechnic, Dakshin Dinajpur
39	Sri Pintu Hembrem, S/o Late Charu Chandra Hembrem, Vill-Bhatina, P.O.-Ramkrishna Sikkhapith, P.S.-Rampurhat, Dist.-Birbhum, PIN-731224	09-07-1990 B.Tech.	Islampur Govt. Polytechnic, Uttar Dinajpur
40	Sri Aditya Pakhrin, S/o Sri Wangchu Pakhrin, Sorasalay, Ward No.9, P.O. & P.S.-Mirik, Dist.-Darjeeling, PIN-734214	27-11-1995 B.E.	Mathabhanga Govt. Polytechnic, Coochbehar


25/11/21
Additional Secretary
to the Govt. of West Bengal

Microsoft India (R&D) Pvt. Ltd.
Microsoft Campus,
Gachibowli, Hyderabad- 500032

Tel: +91-40-66930000
Fax: +91-40-66935593
<http://www.microsoft.com/india>



11-Jan-21

To

Saptarshi Chatterjee

Indian Institute of Technology - Kharagpur
IIT Campus, Kharagpur,
West Bengal 721302

Dear **Saptarshi**,

Sub: Preliminary offer of employment

Further to our discussions, **Microsoft India (R&D) Pvt Ltd.**, is pleased to offer you the role of **Software Engineer** on the following terms, and subject to Company policies in this regard:

- a. Your total base salary will be **INR 1322000/-** per annum, payable monthly in arrears. The base salary has two components, (i) Basic and (ii) Allowances:
 - (i) Basic Salary: Your basic salary will be **INR 623984/-** per annum and is 47.2% of the base salary.
 - (ii) Allowances: You shall be entitled to a sum of **INR 698016/-** per annum (52.8% of the base pay) towards allowances.
- b. Stock Award of USD **30000/-** in Microsoft Corporation, USA, under and subject to the Microsoft Corporation 2017 Stock Plan.
- c. Performance Based Bonus will be between **0-20%** of your base annual pay and will be subject to the terms of the company's performance bonus plan.
- d. Sign-On Bonus of INR **500000/-** will be awarded to you. This Sign on Bonus will be paid in 2 equal installments: the 1st installment will be paid within 30 days of your actual joining date and the 2nd installment will be paid within 30 days following the first anniversary of your joining date. The payment is subject to the conditions outlined in this regard in the final offer letter.

The Company's offer / your employment with the Company is conditional upon and subject to the conclusion and positive outcome of the Company's Background Verification Process. The offer can be withdrawn and revoked by the Company at any time in the event of an unsatisfactory outcome of the background verification.

Saptarshi Chatterjee

Signature of candidate

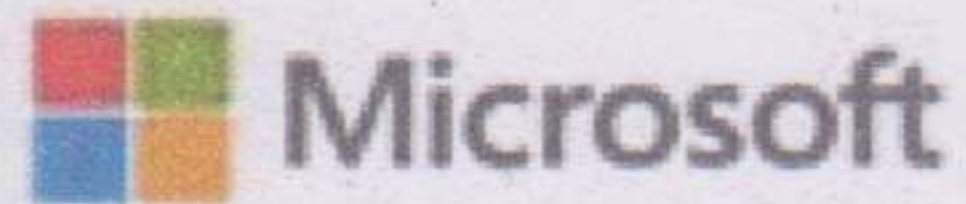
[Handwritten Signature]

Microsoft India (R&D) Pvt. Ltd.

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.

CIN: U72200DL1998PTC093824

Microsoft India (R&D) Pvt. Ltd.
Microsoft Campus,
Gachibowli, Hyderabad- 500032



Tel: +91-40-66930000
Fax: +91-40-66935593
<http://www.microsoft.com/india>

Please note that this is a preliminary offer letter, post your acceptance and subject to the conditions above, you will receive a final offer letter closer to the joining date.

Your employment will be subject to the terms of this preliminary offer letter, the final offer letter and the policies of the Company.

Please indicate your acceptance of the above by reverting with scanned copy of the signed offer letter on or before **15-Jan-21**.

Yours Sincerely,
For **Microsoft India (R & D) Pvt. Ltd**

Authorized Signatory

I Agree

Saptarshi Chatterjee

Saptarshi Chatterjee

14/01/2021

Name, Signature & Date

Signature of candidate

Microsoft India (R&D) Pvt. Ltd.

Registered Office: 807, New Delhi House, Barakhamba Road, New Delhi-110001.

CIN: U72200DL1998PTC093824



Offer: Computer Consultancy
Ref: TCSL/DT20173935768/Hyderabad
Date: 21/11/2018

Mr. Akash Kumar Gupta
405 Arca Sarovar Apartment Indra Nagar,
Opposite Road To Kendriya Vihar,
Hyderabad-500032,
Telangana.
Tel# -

Dear Akash Kumar Gupta,

Sub: Letter of Offer

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

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

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

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TCSL/DT20173935768

1



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹10,200/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

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

2. Leave Travel Allowance

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

3. Personal Allowance

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

4. Food Card

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



PERFORMANCE PAY

Monthly Performance Pay

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

Quarterly Variable Allowance

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

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

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

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

CITY ALLOWANCE

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

OTHER BENEFITS

Health Insurance Scheme

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

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

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

Gratuity

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TCSL/DT20173935768

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 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



You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

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

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

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

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

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

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



notice as mentioned herein above.

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

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

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

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

17. Employment of Non Indian Citizens

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

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

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

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a



- Postgraduate)
- Birth Certificate / Proof of Age
 - Work permit and/or any other documentation as prescribed by Government of India
 - Passport
 - 6 photographs
 - Medical Certificate
 - An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

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

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

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

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

22. Rules and Regulations of the Company

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



23. Compliance to all clauses

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



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCSL Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Akash Kumar Gupta
Designation	Assistant System Engineer-Trainee
Institute Name	Government College Of Engineering And Ceramic Technology

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
TOTAL GROSS	27,415	3,36,875

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

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

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

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

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

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



Annexure 2

Regional Offices

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

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filling or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

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

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay 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 the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

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



Such

Appointment Offer.

3 messages

Manoranjan Bal <manoranjan.bal@trlkrosaki.com>

To: debnath.suchetan07@gmail.com

Cc: rsen63@gmail.com, Prashant Patra <prashant@trlkrosaki.com>

**STRICTLY CONFIDENTIAL**

Mr. Suchetan Debnath Date: May 6, 2019

GCECT, Kolkata

Sub : Appointment Offer.

Dear Suchetan,

Congratulations !

This has reference to the interview you had with us, we are pleased to appoint you as a **TRAINEE** in our Company. This appointment is subject to your performance in the interview conducted in our Hospital at Belpahar. Your compensation package is attached as a separate sheet (Annexure – I). As discussed, you are requested to join our induction programme.

Detailed appointment letter will be issued to you after your joining. You are requested to bring all certificates in original with regard to your qualifications mentioned in your bio-data, and SBI/CBI pass book, Voter ID Card, Passport, Driving Licence and one set photocopy of each of the above. Also bring service record along with 4 nos. of passport size photographs. In case of employment salary slip for 2 (two) months, CTC letter and P.F. statement. Date of birth and gender must be same in the Matriculation Certificate and Passport as applicable to create KYC with P.F. authorities. In case of date of birth, please correct the same before the joining date. You must get release from your present employer if you are employed at present. Wear safety shoes on premises is mandatory as per safety regulation.

Please send us your acceptance through email by May 13, 2019 as indicated above, along with your consent to sign an Agreement for 1 year with surety bond (sample format is attached herewith only). You will be posted to Belpahar, after joining formalities are over).

Looking forward to your becoming a valuable member of "Team TRL".

Thanking you,

Yours truly
for TRL Krosaki Recruitment

Date: 13th December 2018

Mr. Prosanta PATRA
Imerys Industrial Graduate Trainee

Sub: Selection under Imerys Industrial Graduate Program

Basis your application for the role under Imerys Industrial Graduate Program and the selection process thereafter, we are pleased to inform you that you have been selected under Imerys Industrial Graduate Program w.e.f **1st July 2019**.

The duration of the Imerys Industrial Graduates Program is two years, consisting of multiple assignments within or outside India across different businesses and sub-streams in Industrial function. The objective is to build your skills and competencies while working closely with Industrial Managers in India, region and different business groups. These opportunities will provide you with diverse and meaningful "hands-on" Industrial experience preparing you for a successful career at Imerys. After successfully completing the two year program, you will be offered a challenging role within Imerys.

All appointments in this organization are subject to the selected candidate being medically fit for employment. You are requested to submit medical certificate stating your fitness for the job, by any registered (MBBS) medical practitioner.

If you are in agreement with the above terms please send us a signed copy of this letter as your formal acceptance.

We look forward to welcome you on board.

Yours sincerely,



Hakimuddin Ali
Chairman, Imerys India


Encl:

Medical Report Form.

Annexure - Compensation structure

I agree with the terms mentioned in the letter and accept this offer.

I will join your organization on 1st July 2019



Signature



Name: *Swiyam Ghosh*

Date: *4.10.2018*

Dear Mr/Ms: *Swiyam*

LETTER OF INTENT

We refer to the recent discussions we had regarding career opportunities in the Vedanta Group. We are pleased to extend you a letter of intent for the position of **Graduate Engineer Trainee** at Total Target Remuneration of **INR 7.95 Lakhs** per annum (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post completion of our entire recruitment procedure for hiring Graduate Engineer Trainees. The place of posting and reporting date will be communicated to you separately.

This offer is subject to you being found medically fit at the time of joining (as per the medical test attached in the Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlogs at the time of selection and joining.
- No gap between X and XII in academics. Not more than 1 year of gap between XII & Graduation. No other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between XII and engineering and One year gap between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates – X, XII, UG, additional qualifications (If any)
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

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

We welcome you to the Vedanta family and wish you a rewarding and successful career ahead.

With Best Wishes,

Yours sincerely,

Authorized Signatory

Vedanta Limited

PO: Lanjigarh, Dist.: Kalahandi, Odisha, India – 766 027

T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East), Mumbai 400093, Maharashtra, India.

CIN: L13209MH1965PLC291394

Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 4.10.2018

Name	Sriyam Ghosh
Company / Business Unit	Vedanta Limited
Position / Title	Graduate Engineer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

Compensation Scheme

I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.

Vedanta Limited (Formerly Sesa Sterlite Ltd)
PO: Lanjigarh, Dist: Kalahandi, Odisha, India - 766 027
T +91-6677 247312 - 15, Fax +91-6677 247311, Website: www.vedantalimited.com

Registered Office: Vedanta Limited 1st Floor, 'C' wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (East),
Mumbai 400093, Maharashtra, India.
CIN: L13209GA1965PLC000044

#	Particulars	Amount (INR) per annum	Remarks
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above

Vedanta Limited (Formerly Sesa Sterlite Ltd)

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CIN: L13209GA1965PLC000044

Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)		
Target Annual Performance Pay	2,45,000	<p>The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining and an individual would be entitled to payout on completion of minimum one year of tenure with the organization. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.</p>
Total Target Remuneration	7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

- 100% compliance of company's rules, regulations, code of conduct and Group Values
- Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
- In addition, you will be entitled for retention bonus of INR 1,50,000 which will be paid in 3 installments of INR 50,000 each on completion of 18, 30 & 42 months respectively from date of joining.

For Vedanta Limited

[Signature]
Name: Mahendra Kumar Rout
Designation: Head - HR

The provisions of this Letter of Intent have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

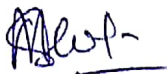
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CIN: LJ3209GA1965PLC000044

Annexure 2: Medical Fitness Test

You are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us before joining or you may choose to undergo these tests at the time of joining at our facilities/premises:

1. Physical Examination, vision, eye (color blindness test), dental check up
 2. HB, WBC total & Diff Count
 3. ESR
 4. Blood Sugar AC & PC
 5. Fasting Lipid Profile
 6. Ser. Creatinine
 7. LFT
 8. Urine Routine Exam
 9. Chest X-ray PA View
 10. ECG & TMT
 11. Audiometry and Spirometry
- In case you undergo Medical Fitness tests by a certified Medical practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
 - You may also be required to undergo medical examination from our referred hospital at the time of joining.
 - The decision of our Company CMO / MO will be considered as Final. If declared medically unfit, the LOI stands cancelled.
 - The medical charges for above will be reimbursed on joining on production of original bills as per the company's policy. If declared medically unfit, the original bills can be sent to us for reimbursement.



Authorized Signatory



Name: *Sunanda Saha*

Dear Mr/Ms: *Sunanda*

LETTER OF INTENT

We refer to the recent discussions we had regarding career opportunity and extend you a letter of intent for the position of **Graduate Engineer Trainee** (Salary: **7.95 Lakhs per annum** (Refer Annexure 1 for details).

A detailed Offer cum Appointment Letter will be issued to you post successful completion of the recruitment process for hiring Graduate Engineer Trainees. The place of posting and other details will be shared separately.

This offer is subject to you being found medically fit at the time of joining (Refer Annexure 2), Background Checks & fulfilling the following eligibility criteria:

- 60% throughout in X, XII and Graduation, without any backlog.
- No gap between X and XII in academics. Not more than 6 months. Any other break in regular course of studies is allowed.
- Engineers with diploma entry are not eligible.
- For Safety and Environment: Two year gap will be allowed between Graduation and Post-Graduation.

You are required to submit the following documents at the time of joining:

- Originals & Photocopies of all educational Certificates
- Proof of your Date of Birth
- 5 Passport size photographs
- PAN Card

Please sign the duplicate copy of this letter as a token of your acceptance.

We welcome you to the Vedanta family and wish you a rewarding career.

With Best Wishes,

Yours sincerely,



APPOINTMENT LETTER

March 13, 2018

Mr. Avik Bose
99A,
Debendra Chandra Dey Road,
Kolkata - 700015

Dear **Avik Bose,**

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter 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 Wipro for your role, and you successfully completing the pre-joining assessment based on the training module, in the prescribed format and time frame as informed to you.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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



- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics 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 which 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.

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Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
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5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - 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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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

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9.General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. 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 Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. 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. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment cannot be further processed and will be treated as withdrawn in the event of:
 - i. Your failing to clear any remaining backlog papers, and/or
 - ii. For 10th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 10th Standard.
 - iii. For 12th Standard: You are not being able to maintain minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iv. For Graduates: A. You are not being able to maintain minimum aggregate marks of 65% in your graduation.
B. For Post Graduates: You are not being able to maintain minimum aggregate marks of 65% in your graduation and 65% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and two months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager - Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein. I shall be reporting for duty on ___/___/___

Name: _____

Signature: _____

Date: ___/___/___

Place: _____

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ANNEXURE I

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 inform the top management.

Name:

Date: __/__/____

Signature:.....

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

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

1.Trading when in possession of UPI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPI 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.

2.Communication or procurement of Unpublished Price Sensitive Information (UPI): Employee shall seek, communicate, provide or allow access to "UPI 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 UPI 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 UPI.
- c) Unauthorized disclosure or communication of UPI.
- d) Procuring any UPI 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 Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polyclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- 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."

Name:

Date: __ / __ / ____

Signature.....

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ANNEXURE III
SALARY OFFER SHEET

Name : Avik Bose

Position : Project Engineer

Career Group: TRB - II

a. You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	9,340
HRA	4,670
Commutation Allowance	1,600
Bonus	1,870
Wipro Benefits Plan (WBP)	5,630
Additional allowance	-
Total Fixed Cash	23,110
PF (Employer Contribution)	1,121
Gratuity	496
Total Fixed Compensation	24,727
Other Compensation Benefits	
Health benefit (Medical)	600
Variable Pay	
Target Variable Pay	1,340
Target Cost to Company per month	26,667
Total Cost to Company per annum	320,004

*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.

b. Depending on your performance during the online pre-joining assessment program, in the event you fall under Performance Category - 1, i.e. you are amongst top 30% of the candidates, your total cost to company per annum shall stand revised to INR 3,30,000 in the salary structure under (a) above.

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c. **Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:**

- 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 **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- c. Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/__/____

Signature:.....

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ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

Name:

Date: __/__/____

Signature:.....

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ANNEXURE - V

VARIABLE PAY- A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

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

House Rental Allowance:

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

Commutation Allowance:

This allowance is tax free up to the extent of Rs.1600/- per month. This does not warrant the production of any bills.

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, Commutation Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

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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. 12% of your Basic towards Provident Fund.
- 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.

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 and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual

* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

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

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Gratuity Benefit: Up to Rs. 10,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

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 x 20 x 2.7%* x 80% = Rs. 6,480 per month as supplementary pension payable. *Grade Factor is a band specific pre-defined pension Accrual rate.

Loans:

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

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

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

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.150,000 per annum, member employee will have an option to restrict the contribution to Rs.150,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.150,000 every year).

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

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

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INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“PINNACLE” a behavioral skills building training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants for clearing PRP & deputing in projects. It is mandatory to score a minimum of 800 marks and participants whose score is less than 800 marks would be exited from the organization.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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APPOINTMENT LETTER

November 13, 2018

Ms. Susmita Saha

146, Shribas Angan Chara (South)
P.O+P.S: Nabadwip Dist: Nadia
Nabadwip- 741302
West Bengal

Dear **Susmita Saha**,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

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 the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such 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 Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curriculum requirements as laid down by your University/Institution for award of the degree/diploma with a minimum aggregate, specified by Wipro for your role, and any other criteria specified by Wipro in terms of your educational qualifications before joining.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

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- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results 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 Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. 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 Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics 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 which 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.

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5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and 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 Wipro (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - i. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - ii. Any customer or vendor of Wipro to move his existing business with Wipro to a third party or to terminate his business relationship with Wipro.
 - 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 Wipro'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 Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, 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 Wipro and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with Wipro (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 Wipro.

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

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9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

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 Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter 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 Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. 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. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment will not be further processed and will be treated as withdrawn in the event:
 - i. You fail to clear any remaining backlog examinations, and/or
 - ii. You have not scored a minimum aggregate marks of 60% in your 10th Standard.
 - iii. You have not scored a minimum aggregate marks of 60% in your 12th Standard or equivalent education.
 - iv. For Graduates: You have not scored a minimum aggregate marks of 60% in your graduation.
 - v. For Post Graduates: You have not scored a minimum aggregate marks of 60% in your graduation and 60% in post-graduation.

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 Wipro 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 serve the company for a period of 15 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 pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

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11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro 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 Wipro desires the employee to continue the employment during the notice period the employee shall do so.

Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment and submitting the same on the date of appointment.

12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

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

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Sunil Kalachar", is written over a horizontal line.

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the employment on the terms and conditions herein.
I shall be reporting for duty on ___/___/____

Name: _____
Signature: _____ Date: ___/___/____
Place: _____

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ANNEXURE I

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 inform the top management.

Name:

Date: ___/___/___

Signature:.....

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

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

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

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

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to polycycleclearinghouse@wipro.com.

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ANNEXURE II

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

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

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

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

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

Name:

Date: ___/___/___

Signature.....

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ANNEXURE III
SALARY OFFER SHEET

Name : Susmita Saha

Position : Project Engineer

Career Group: TRB - II

- a. You will be on training (classroom/on the job) for the first three months or end of training period whichever is later, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	10,667
HRA	5,334
Bonus	2,133
Wipro Benefits Plan (WBP)	4,753
Additional allowance	-
Total Fixed Cash	22,887
PF (Employer Contribution)	1,280
Gratuity	566
Total Fixed Compensation	24,733
Other Compensation Benefits	
Health benefit (Medical)	600
ESI	-
Variable Pay	
Target Variable Pay	1,334
Target Cost to Company per month	26,667
Total Cost to Company per annum	3,20,004

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

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b. Over and above these components, depending on your performance during the initial training program you will also be entitled to an Additional Allowance. Performance Category – 1 will comprise of the top 30% of the candidates and balance 70% will be placed in Performance Category-2. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

b. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

- 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 **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- c. Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: __/__/____

Signature:.....

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ANNEXURE - IV

I hereby confirm that I shall submit the required academic certificates including mark sheet, 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 Wipro 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 termination of my employment with Wipro.

Name:

Date: ___/___/___

Signature:.....

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ANNEXURE - V

Variable Pay - A BRIEF OVERVIEW

Variable Pay Policy Summary & Computation:

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

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

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

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

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

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SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

Basic, Additional Allowance and Bonus:

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

House Rental Allowance:

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

Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus 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 Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

4. Education Allowance:

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

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5. **New Pension System:**

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

Retirement Benefits:

It consists of:

- a. 12% of your Basic towards Provident Fund.
- 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.

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 and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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SUMMARY - SOCIAL SECURITY & OTHER BENEFITS*

Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 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: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.

* Rs. 240 - Contribution in case of single individual

* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.

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

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





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

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary * No. of years served * 15/26.

Survivor Benefit Pension Program:

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

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

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

Loans:

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

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

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1. Your Life and Accident Cover:

a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

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

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

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.

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INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental IT skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the freshers and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the freshers.

Corporate Readiness Program - CRP

The CRP program is focused on making fresher comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a campus to corporate behavioral training program ensures that the fresher start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants to be deputed in projects.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to freshers and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

This module is conducted either in a structured classroom environment or as on-the-job learning based on the business requirement.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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27-Sep-2018

Dear Adhyeta Senapati,
B.Tech/B.E., Information Technology
Government College of Engineering and Ceramic Tech

Candidate ID – 12233698

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

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

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

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

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

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

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

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

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

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

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

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

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

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

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

September 02, 2020

Ms. Aindrila Deshmukh

Contact Number: +91- 9123696673

Email: aindrillacst@gmail.com

Bangalore

Dear Aindrila,

Sub: Offer of employment as Trainee Software Test Engineer.

We refer to your application and the subsequent interviews you had with us. We are pleased to extend you an offer for the position of **Trainee Software Test Engineer** on an annual remuneration of **INR 3,00,200/- (Rupees Three Lakh and Two Hundred Only)** on cost to company (CTC). The CTC amount is split up into components of pay as per the existing rules of the company for payroll purposes and are subject to statutory deductions, as applicable. Please refer to the annexure for details on your salary break-up.

This offer is valid for a period of three days from the date of issue of this offer letter and is contingent upon confirmation of current salary drawn and clearance of background checks. You are requested to join on or before **September 04, 2020**. A formal appointment letter will be issued to you on your joining enumerating the terms and conditions of employment. Kindly ensure that you submit the following documents at the time of joining the company:

1. Relieving letter and latest Salary Slip from your current employer (NA for freshers).
2. Four latest passport size color photographs with white background.
3. Originals and Photocopies of all your education certificates/testimonials.
4. Originals and Photocopies of previous employment experience letters (NA for freshers).
5. Original and Photocopy of any address proof document such as Valid Passport, Driver's License, Voter's ID or Ration Card.
6. Original and Two Photocopies of Aadhaar Card is mandatory.
7. Original and Two Photocopies of PAN Card is mandatory along with copy of Passport if any.
8. A cancelled cheque leaf or a bank account statement having the account number and IFS Code mentioned on it.

Please sign on the duplicate copy of this letter as a commitment of your having accepted the offer with the above conditions.

For details on our company, our products and our services, we request you to visit our website www.ionidea.com. If you have any questions, we will be happy to address them.

We welcome you to IonIdea and wish you every success.

Yours sincerely,

For **IonIdea Interactive Private Limited**

Sangeeta Tandon
Director – Human Resources

Name: Aindrila Deshmukh
Designation: Trainee Software Test Engineer
Level: L1

	Monthly CTC	Annual CTC
COST TO COMPANY	22100	300200
A: SALARY		
Basic & DA	15000	180000
Statutory Bonus	1250	15000
Special Allowance	3450	41400
MONTHLY GROSS (Sub Tot 1)	19700	236400
B: RETIRAL & OTHER BENEFITS		
Company's Contribution to EPF	1800	21600
ESI	600	7200
SUB TOT 2	2400	28800
FIXED CTC (Sub Tot 1&2)	22100	265200
C: OTHERS		
Retention Bonus	0	35000
SUB TOT 3	0	35000
TOTAL CTC (Sub Tot 1,2&3)	22100	300200

12% of the Basic Salary

Note:

Flexible Benefit Plan: Employees have the option to restructure their FBP under the following heads

Medical Reimbursement
Leave Travel Assistance
Food Coupons

Retention Bonus: *

One time retention bonus of INR - 35,000/- p.a will be paid after completion of 12 months along with 13th month payroll i.e. October 2021.

In Addition, you will be eligible for a retention bonus of Rs. 35,000/- payable after completion of 24 months along with 25th month i.e October 2022 payroll and Rs.65,000/- payable after completion of 36 months along with 37th month payroll i.e October 2023 Payroll.

*Continued employment with IonIdea is mandatory to be eligible for the above bonus.

Statutory deductions such as IT and Profession tax, as applicable, will be borne by you.

Aindrila Deshmukh - PAYSTRC



query@sislinfotech.com | +91 112671 4728

Website : www.sislinfotech.com

CIN : U72200DL2007PTC319236

Appointment Order

SISL infotech

Employee Code: NICS/ 5266

Work Order No.: M1804891

Date : 03-12-2018

Project No.: S170668GNWB

Dear KRISHNENDU MAHATA,

We at SISL Infotech Private Limited are pleased to offer you the position of **Programmers/Tech Support Engineer/Testing Engineer**. We are happy to inform you of your selection for this position and are issuing this letter on our standard terms of employment.

Profile :

You will be assigned the role and designation of **Programmers/Tech Support Engineer/Testing Engineer** and shall be initially posted at **Kolkata Port Trust**.

Employment Period:

Your employment period will be from **27-11-2018** to **31-07-2019** . This period can be revised depending upon your performance and feedback from the reporting manager.

Remuneration:

You all-inclusive **cost to the Company shall be Rs. 22000/- per month** (This is inclusive of company's contribution towards ESIC, PF, Gratuity and other statutory requirements as may be applicable from to time to time).

**Thanking You,
Yours Sincerely**



HR-Department
SISL InfoTech (P) Ltd

SISL infotech



SISL infotech





query@sislinfotech.com | +91 112671 4728

Website : www.sislinfotech.com

CIN : U72200DL2007PTC319236

Continue Page 2..

NON-DISCLOSURE AGREEMENT

Non-disclosure Agreement /Confidential Information

This Agreement is entered into between SISL InfoTech (P) Ltd. hereafter known as the "Company" and **KRISHNENDU MAHATA** hereinafter referred to as "Employee". This agreement is effective from the Date the employee joins the organization i.e. **27-11-2018**

Employee recognizes that Employee is being hired in a position of trust and confidence and that SISL InfoTech (P) Ltd. needs to protect confidential information relating to Company business. Employee agrees and understands that a change of Employee's duties or job assignment shall not result in or be deemed to be, a modification of this agreement. Based on these facts, Employees and Company agree as follows -

Employee treatment of Confidential information:

Employee shall never directly or indirectly disclose transfer or use any confidential information without prior written consent of SISL InfoTech (P) Ltd.

Confidential & Trade Secret information :

- a. Employee understands and agrees that he or she will acquire and have access to confidential knowledge and other proprietary information regarding various aspects of SISL InfoTech (Employer) and Employer's Client's business, including without limitation, technical information, whether or not generated by Employer, or customers or prospective customers of Employer, and financial, marketing, business or other confidential information regarding Employer's customers or prospective customers, referral sources, suppliers, methods, procedures , or strategies, relating to the business of Employer (the "Confidential and Trade Secret Information").
- b. Employee recognizes and acknowledges that the Confidential and Trade Secret Information is a valuable and unique asset of Employer, and Employee agrees for the period of employment to use the Confidential and Trade Secret Information solely for the benefit of Employer, and following the employment to maintain the confidentiality of the Confidential and Trade Secret Information and not to disclose it, in whole or in part, to any person, firm, corporation or other entity for any reason whatever.
- c. Employee further understands that the Confidential and Trade Secret Information is and shall remain the property of Employer and shall not be removed from the offices of Employer unless authorized by Employer. All such information shall be returned in the event of the termination of Employee's employment.
- d. As per Employee's State Insurance Corporation (ESIC) 1948 Scheme Employee will be undergoing ESIC salary deduction effective from 1st Jan 2017.

Regd office:Sector 4 R.K Puram,New Delhi-110022-India

SISL infotech



29-Aug-2018

Dear Avijit Dhar,
B.Tech/B.E., Information Technology
Government College of Engineering & Ceramic Tech



Candidate ID – 12233119

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

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

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

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,

Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

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

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

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

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

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

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

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

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

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

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

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

Ref. : C-DAC (K)/Admin/HR/APP/2016/Vol III/0196(C) -08

Dated : October 13 , 2020

To Whom It May Concern

**Sub: Provisional Experience Certificate of Mr. Rajib Sahoo (Id: 800767) , Graduate
Apprentice, C-DAC, Kolkata).**

This is to certify that, Mr. Rajib Sahoo (Id: 800767), S/o Mr. Chittaranjan Sahoo , was engaged with CDAC, Kolkata as Graduate Apprentice from the period of October 14 ,2019 (F.N.) to October 13 , 2020 (A.N.) as per the provisions of the Apprentices Act, 1961.

During this tenure, we found him resourceful in all aspects.


Soumitra Mukherjee
Manager (Admin)

To,
Mr. Rajib Sahoo,
C/o - Mr. Chittaranjan Sahoo ,Vill - Jamba,
P.O. + P.S. : Jhargram,
Pin -721507,West Bengal,
Mobile No : 9002795850.

Copy forwarded to:

1. Office of the Centre Head for his kind reference.

Candidate ID: 1960066 /285935,

Date of Joining: 03/20/2019,

Joining Location: Pune,

Designation: Analyst,

Dear Arjun Dutta,

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

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

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

Address

Ground to 14th Floor of Development Block 1, Plot No 14,
Rajiv Gandhi Infotech Park, Phase III, Hinjewadi, Pune, Maharashtra - 411057
<https://goo.gl/maps/j1onWamAajs>

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

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

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

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

Kindly note:

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

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 1960066 /285935,

03/17/2019,

Arjun Dutta
#28, 1st C cross, Maruthi nagar,BTM 1st stage Bangalore – 560029,
Bangalore ,Karnataka,
India

Confidential

Dear Arjun Dutta,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **03/20/2019** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Pune**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 240,003.00 (Rupees Two Lakh Forty Thousand and Three only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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

Arjun Dutta,

Analyst

Total Cost to Company (CTC).

Rs.240,003.00

Monthly Components	Per Month	Annualized
Basic	Rs 10,000.00	Rs 120,000.00
House Rent Allowance	Rs. 3,974.00	Rs 47,688.00
Other Reimbursements & Allowances#	Rs. 0.00	Rs.0.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 2,941.00	Rs. 35,292.00
Gross monthly salary	Rs.16,915.00	Rs. 202,980.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,200.00	Rs.14,400.00
Gratuity (accrual only)		Rs.5,772.00
Total Fixed Compensation		Rs.223,152.00
Total Cash Compensation		Rs.223,152.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,215.00
Capgemini contribution to ESI		Rs.9,636.00
Total Cost to Company		Rs. 240,003.00

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

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

Notes:

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

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

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

NOTE:

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

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

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

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

F.) Probationary Period:

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

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

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:

- a. You will submit relevant documents as mandated by the Company.
- b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
- c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
- d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
- e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
- f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
- g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
- h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
- i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 20-March-2019, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - c. As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review.

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

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

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

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

Kind Attn: Head - Human Resources

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

Email: hremployeeservices.in@capgemini.com

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

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

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

For Capgemini Technology Services India Limited



Jaideep Chavan
Head - Talent Acquisition & Resourcing

Acceptance

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

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

Name: Arjun Dutta

Date: 03/17/2019

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. **CURRENT WORK LOCATION:**

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

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

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

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

2. **DUTIES AND RESPONSIBILITIES:**

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

3. **COMPENSATION:**

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

4. TRAINING:

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

5. COVENANTS AND REPRESENTATIONS:

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

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

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

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

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

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

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

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

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

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

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

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

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

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

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

5.15 You hereby represent to the Company that:

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

6. CONFIDENTIALITY:

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

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

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

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

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

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

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

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

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

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

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

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

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

7. INTELLECTUAL PROPERTY:

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

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

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

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

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

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

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

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

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

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

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

8. CONFLICT OF INTEREST:

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

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

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

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

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

9. RETIREMENT/TERMINATION:

a.) Retirement

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

b.) Notice Period/Termination

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

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

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any

knowledge transfer and serving the notice period conditions).

- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

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

10. LIMITATION OF LIABILITY AND INDEMNITY:

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

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

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

11. MISCELLANEOUS:

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

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

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

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

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

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

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

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

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

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

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

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

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

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

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

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

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

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

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

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

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

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

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

Name:
Signature
Date:



Soumyadeep Barman <soumyadeepbarman7@gmail.com>

Congratulations! Covance Offer

3 messages

Khurana, Aditi <Aditi.Khurana@covance.com>

To: "soumyadeepbarman7@gmail.com" <soumyadeepbarman7@gmail.com>

Dear Soumyadeep,

Congratulations! I am delighted to be the first to welcome you to our global Covance family. Of hundreds of exceptionally qualified candidates we considered, your experience and ambii leaders, innovators and industry pioneers. You'll play an integral role in bringing new scientific discoveries to life and will directly improve patient outcomes through your everyday work.

Pending your employment contract, I am delighted to confirm the details of our offer to you:

Business Unit: Clinical Data Management**Business Title: Associate Programmer****Fixed Compensation: INR 339,429/-(attached is a document with more details about your compensation plan)****Date of Joining & Reporting Time: Mon, 3rd February, 2020; at 8:30 AM****Reporting Address:** Covance India Pharmaceutical Services Private Limited,

No. 29, Union Street, MSR Vaishnavi, Off Cubbon Road,

Bangalore 560001. (Near Cubbon Park Metro Station)

Your shift working schedule will be determined upon completion of your on-boarding.

From your first day, you will be empowered with mentoring and in-depth training through our world-class onboarding program. You will receive ongoing recognition of your efforts with o benefits package, designed to enhance your personal well-being. At Covance, you will leave a legacy as you explore diverse career advancement paths, support visionary advances in

Note:

Covance India values the experience and knowledge you have gained over the years and expects you to act with honesty and integrity always. We would like to take this opportunity to adhering to the following obligations at all times without any exception:



- You will not download, use, share or disclose any confidential or proprietary information relating to your previous employers without the requisite authorization or permission;
- In the event that you have taken or saved any confidential or proprietary information relating to your previous employers, on any personal electronic devices or are otherwise in p information, as the case may be, prior to commencement of employment with Covance;
- Your employment with Covance does not and will not breach any agreement to keep in confidence any confidential and proprietary information, knowledge or data acquired by yc

employment with us, and you will not disclose to Covance or induce the organization to use any confidential or proprietary information or material belonging to any previous emp

The above clauses apply to all employees at Covance and is explicitly included in your employment agreement at Covance.

You are requested to respond back to this email with your acceptance within 24hours failing which we will not be able to kick-start the employment contract and onboarding process. Ple questions



Regards,

Aditi Khurana

Recruitment & Talent Advisors (RTA)

M: +91 9606450071 | T: +91 80 4065 0400 (Extn. 2202) | www.covance.com

Covance Clinical Development Pvt. Ltd. | No. 99/100, 6th & 7th Floor, Prestige Towers,

Residency Road, Bengaluru – 560025



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Notice: This e-mail may contain confidential, proprietary, or protected information that is intended only for the named recipient or company, and any unauthorized use or disclosure is strictly prohibited. If you are not the named recipient, please do not disseminate, distribute, or copy this e-mail. If you have received this e-mail in error, please notify the sender immediately by e-mail if you have deleted this e-mail and all attachments and inform the sender. If you have questions or concerns, please see our privacy policy on Covance.com.

4 attachments

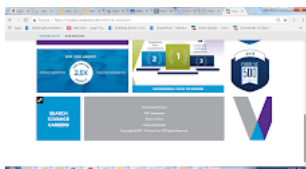
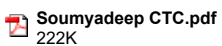


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222K



image002.wmz
2K

Soumyadeep Barman <soumyadeepbarman7@gmail.com>
To: "Khurana, Aditi" <Aditi.Khurana@covance.com>

Wed, Jan 22, 2020 at 11:47 AM

Dear Madam,

Thank you so much for giving me this opportunity to join Covance. I accept the offer and very glad to become a part of this organization. Please let me know if you have any queries for me and I'd like to thank you for giving me the opportunity.

Sincerely,
Soumyadeep Barman
[Quoted text hidden]

Soumyadeep Barman <soumyadeepbarman7@gmail.com>
To: soumyadeep.barman@labcorp.com

Thu, May 26, 2022 at 3:42 PM

[Quoted text hidden]

10 attachments

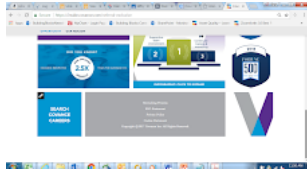


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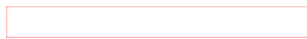


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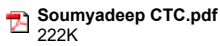
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Soumyadeep CTC.pdf
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09-Dec-2018

Dear Dinesh Sikder,
B.Tech-B.E., Information Technology
Government College of Engg and Ceramic Tech

Candidate ID – 12691631

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

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

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

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

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

Please note

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

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu
Global Head-Talent Acquisition

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

Signature :

Date:

Annexure A

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

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

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

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

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

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

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

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

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

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

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



Offer Letter

1 message

Capgemini <auto.noreply@capgemini.com>
To: Chhandabani Roy <chhandabaniroy@gmail.com>
Cc: Sudha <sudha.a.singh@capgemini.com>

Wed, 12 Sept 2018 at 9:09 pm



Dear Chhandabani,

We are pleased to extend to you an offer for a Analyst at Capgemini.

On behalf of Capgemini Group we hope you accept our offer and look forward to you joining us.

Please take some time to review the offer and onboarding documentation on our portal (Link below). Please inform us directly on the portal of your decision within the next 7 calendar days.

If you would like to accept this offer, there are some important steps, set out below.

- Review the offer and contract of employment on our portal by accessing the link below.
- To accept your offer you can follow the steps in the portal
- Once you have entered the Portal, select Options, then My Offers to accept the offer you have received

Please login to the [Careers Site](#).

Username: chhandabaniroy@gmail.com

Password: Click [here](#) to reset your password (Please use this option if you forgot your password)

Should you have any questions, please contact Sudha Singh.

Regards,

HR Team

Connect with Capgemini:



Connect with Sogeti:



With offices in more than 40 countries, Capgemini is proud to represent nearly 130 nationalities and its cultural diversity. Our holistic definition of diversity extends beyond gender, gender identity, sexual orientation, disability, ethnicity, race, age and religion. Capgemini views diversity as everything that makes us who we are as an organization, including our social background, our experiences in life and work, our communication styles and even our personality. These dimensions contribute to the type of diversity we value the most: diversity of thought.



Offer Of Employment

1 message

Infosys Limited <offers@infosys.com>
To: vdwndwivedi@gmail.com <vdwndwivedi@gmail.com>

Mon, Aug 20, 2018 at 12:47



Dear Vidhan Dwivedi,

Congratulations!!!

This has reference to your participation in our selection process. We are pleased to extend you an offer of employment as Systems Engineer in Infosys. Please find attached the offer of employment with your confirmed date of joining. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

An elaborate communication on the Accommodation and other joining related formalities will follow. 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 simple average not less than what was specified while filling your online application form during the selection process.

Academic Eligibility Criteria For Joining

Point 1- 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 simple average not less than what was specified while filling your online application form during the selection process.

Point 2- Should not have participated in our selection process more than once in a span of 9 months i.e there has to be a gap of 9 months between two consecutive selection process you attend with Infosys Ltd.

Point 3- All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc.,

Point 4- In case if you do not meet the above stated eligibility criteria as on the date of joining, you are not eligible to join. Please mail us at offer_extension@infosys.com with your Candidate ID and your Role in the subject line.

Point 5- Your employment will be terminated if you fail to meet the required simple average/CGPA including the semesters for which results are awaited, after your joining.

For any changes in your existing profile, please mail us at offer_update@infosys.com. Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,
Team HRD
Infosys Ltd.

Note

Infosys does not take payment from candidates for employment purposes nor do we authorize vendors to recruit Freshers on its behalf. Infosys will not be liable for any kind of loss or damage incurred as a result of your dealing with such entities. If you receive any suspicious or fraudulent offers, email us at Infyrec_support@infosys.com with 'Fraud' in the subject line.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored

PRELIMINARY OFFER LETTER

2 messages

co_recruitment <co_recruitment@licindia.com>
To: "kinshukmaity@gmail.com" <kinshukmaity@gmail.com>

Fri, Dec 13, 2019 at 1:28 PM

Ref: Per/MPR/AAO/2019/L1609/2911013426/4/

दिनांक : 11/12/2019

Mr.KINGSUK MAITY**VILLAGE BASULIA PO BASULIA****PS MAHISHADAL****Dist. PURBA MEDINIPUR Pincode-721628**

Dear Sir,

संदर्भ : सहायक प्रशासनिक अधिकारी के रूप में नियुक्ति का प्रारंभिक प्रस्ताव (30 वां बैच)**Re: Preliminary Offer of appointment as Assistant Administrative Officer (30th Batch)**

भर्ती पूर्व चिकित्सा जांच के लिए रिपोर्ट करने हेतु आपको अनुदेशित करने वाले हमारे पत्र के संदर्भ में हम आपको सहर्ष सूचित करते हैं कि नियुक्ति हेतु चिकित्सकीय रूप से उपयुक्त पाए जाने पर आप संलग्न किये गये नियम और शर्तों पर भारतीय जीवन बीमा निगम में सहायक प्रशासनिक अधिकारी के पद हेतु एतद्वारा चयनित किए जाते हैं:

With reference to our letter instructing you to report for Pre-Recruitment medical examination, we are pleased to inform you that, having been found medically fit for appointment, you are hereby selected for the post of Assistant Administrative Officer in Life Insurance Corporation of India, on the enclosed terms and conditions.

आपको अंतिम नियुक्ति पत्र अपेक्षित दस्तावेजों के प्रस्तुत करने तथा प्रशिक्षण केंद्र पर प्रशिक्षण हेतु रिपोर्ट करने के बाद जारी किया जाएगा।

Final appointment letter will be issued to you later, on submission of required documents and reporting for Training at the Training center.

भवदीय,

Yours faithfully,

कार्यकारी निदेशक (कार्मिक)

Executive Director (Personnel)

नियम एवं शर्तें

Terms and conditions

1. आपका वेतन भारतीय जीवन बीमा निगम के सहायक प्रशासनिक अधिकारी संवर्ग के अधिकारियों पर लागू वेतनमान के न्यूनतम पर नियत किया जाएगा। इस समय यह वेतनमान रुपए 32,795-1610 (14) – 55,335 – 1745 (4) – 62,315 है। मूल वेतन के अतिरिक्त आप ऐसे भत्ते आहरित करने के पात्र होंगे जैसा कि नियमानुसार उपरोक्त संवर्ग के लिए समय-समय पर लागू हो। आप डिफाइंड कंट्रीब्यूशन पेंशन स्कीम के अंतर्गत समाहित होंगे।

Your salary will be fixed at the minimum of the scale applicable to AAO cadre officers of LIC of India. At present the applicable scale is Rs. 32795 - 1610(14) – 55335-1745(4)-62315. In addition to the basic pay, you will be entitled to draw such allowances as may be admissible from time to time and applicable to the above cadre, as per rules. You will be covered under Defined Contribution Pension Scheme.

2. आप नियुक्ति तिथि अर्थात प्रारंभिक प्रशिक्षण में शामिल होने की तिथि 23/12/2019 से एक वर्ष की अवधि के लिए परिवीक्षा पर होंगे। उपरोक्त पद पर आपका स्थायीकरण, परिवीक्षा अवधि के दौरान आपके संतोषजनक कार्य अभिलेख तथा आचरण के अधीन होगा। नियुक्ति प्राधिकारी परिवीक्षा अवधि को बढ़ा सकते हैं परंतु किसी भी स्थिति में परिवीक्षा अवधि दो वर्ष से अधिक नहीं होगी।

You will be on probation for a period of one year from the date of appointment, i.e. date of your joining the induction training on 23/12/2019. Your confirmation in the above post will be subject to your satisfactory work record and conduct, during the probationary period. The appointing authority may extend the probation period, but in no case shall the total period of probation exceed two years.

3. यह एक अखिल भारतीय संवर्ग होने के नाते आप निगम द्वारा समय-समय पर यथा निर्धारित भारत में किसी भी स्थान पर तैनाती/तदुपरांत स्थानांतरण के पात्र होंगे।

This being an All India cadre, you are liable to be posted /subsequently transferred anywhere in India as decided by the Corporation from time to time.

4. यदि आप पहले से ही सेवारत हैं तो यह अनिवार्य है कि आप प्रारंभिक प्रशिक्षण कार्यक्रम में शामिल होते समय अपने वर्तमान नियोक्ता से एक वैध कार्यमुक्ति पत्र प्रस्तुत करें।

If you are already in employment, it is essential to submit a valid discharge letter from your present employer, at the time of your joining the Induction Training Programme.

5. आपको नियुक्ति तिथि अर्थात प्रशिक्षण केंद्र में प्रारंभिक प्रशिक्षण के प्रारंभ तिथि से कम से कम चार वर्षों तक निगम की सेवा देनी होगी। यदि आप कार्यभार ग्रहण करने की तिथि से चार वर्ष की अवधि पूरी होने से पहले ही किसी भी कारण से जीवन बीमा निगम की सेवाएं छोड़ते हैं अथवा आपकी सेवा समाप्त कर दी जाती है तो आपको सेवा छोड़ने/सेवा समापन पर तुरंत रु. 5,00,000/- (पाँच लाख रुपए) की धनराशि व लागू जीएसटी जमा कर निगम की परिसमापन हर्जाना के तौर पर भरपाई करनी होगी। इन अपेक्षाओं को पूरा करने हेतु आपको सलाह दी जाती है कि

आप हमारे साईट पर दिए गए फ़ारमैट के अनुसार निष्पादन स्थल पर लागू स्टैम्प क्षुल्क के मूल्य के समतुल्य गैर न्यायिक स्टैम्प पेपर पर रु. 5,00,000/- (पाँच लाख रुपए) का क्षतिपूर्ति बंध पत्र एवं प्रातिभूति पत्र प्रस्तुत करें।

You are required to serve the Corporation for a minimum period of four years from the date of appointment i.e. date of commencement of induction training at Training Centre. In case you leave the services of Life Insurance Corporation of India or your services are terminated, for any reason whatsoever, before the completion of a period of 4 years from the date of joining, you are liable to pay to the Corporation by way of liquidated damages, a sum of Rs.5,00,000 /- (Rs. Five Lakhs Only) plus applicable GST, immediately on your leaving the services/ termination. To fulfill these requirements, you are advised to furnish an Indemnity Bond for Rs.5,00,000/- (Rs. Five Lakhs Only) duly executed on a Non-Judicial Stamp paper equivalent to the value of stamp duty applicable in the place of execution, alongwith separate surety for equal amount as per the format available on our site.

6. आपकी नियुक्ति भारतीय जीवन बीमा निगम (कर्मचारी) विनियम 1960, जीवन बीमा निगम अधिनियम 1956 की धारा 48 के अंतर्गत केंद्र सरकार द्वारा बनाए गए नियमों तथा भारतीय जीवन बीमा निगम तथा सरकार द्वारा जारी एवं समय-समय पर संशोधित प्रशासनिक अनुदेशों द्वारा शासित होगी। आपके लिए अनिवार्य है कि आप निगम द्वारा समय-समय पर मौखिक अथवा लिखित रूप में जारी सभी अनुदेशों और/अथवा आदेशों का अनुसरण एवं पालन करें।

Your appointment shall be governed by the Life Insurance Corporation of India (Staff) Regulations, 1960, the rules formulated by the Central Government under Section 48 of the LIC Act, 1956, and the administrative instructions as issued by LIC of India and the Government and amended from time to time. It is essential for you to observe and abide by all instructions and /or orders that may be issued either orally or in writing, by the Corporation from time to time.

7. धोखाधड़ी (धोखाधड़ी विरोधी नीति) के संबंध में निगम शून्य सहनशीलता (जीरो टॉलरेंस) नीति का पालन करता है तथा अपने कर्मचारियों एवं मध्यवर्तियों को उच्च स्तरीय सत्यनिष्ठ अखंडता के साथ ईमानदारी से कार्य करने तथा पॉलिसी धारकों सहित निगम के हितों की रक्षा करने हेतु प्रोत्साहित करता है। इस प्रकार की गतिविधियों में संलिप्तता की स्थिति में कर्मचारी को निगम की सेवा से हटाया/ बर्खास्त किया जा सकता है।

The Corporation follows a Zero tolerance policy in relation to frauds (Anti Fraud Policy) and encourages its employees and intermediaries to act honestly with high level of integrity and to safeguard its interests including Policyholders. Any indulgence into said activity may result in Removal/Dismissal of the employee from the services of the Corporation.

8. आपका प्रशिक्षण 23 दिसम्बर 2019 को प्रारंभ होगा। चूंकि पूरी सारणी अग्रिम रूप से तैयार की गई है, किसी भी कारण से प्रशिक्षण जॉइन करने हेतु समय विस्तार का कोई अनुरोध स्वीकार नहीं किया जाएगा। यदि आप नियत तिथि को प्रशिक्षण केंद्र पर रिपोर्ट नहीं करते तो नियुक्ति का यह प्रस्ताव स्वतः ही निरस्त माना जाएगा। कृपया ध्यान दें कि प्रशिक्षण केंद्र पर रिपोर्ट करने के लिए आप द्वारा किया गया यात्रा व्यय की अदायगी के लिए आप हकदार नहीं हैं। प्रशिक्षण की अवधि 12 सप्ताह की है तथा प्रशिक्षण के दौरान सामान्यतः किसी प्रकार की छुट्टी मंजूर नहीं की जायेगी।

आपको सामान्यतः सोमवार से शनिवार के दौरान प्रशिक्षण सत्रों में भाग लेना होगा। आवश्यकता होने पर आपको रविवार / अवकाश के दिनों में भी प्रशिक्षण कार्यक्रम में शामिल रहने के लिए निर्देशित किया जा सकता है। प्रशिक्षण केंद्र पर प्रशिक्षण के दौरान ठहरने हेतु भोजन आदि का प्रबंध निगम द्वारा किया गया है।

Training will start on 23rd December 2019 at Mysore (Karnataka). Since the entire schedule is fixed in advance, no request for extension of joining date will be entertained, for any reason whatsoever. If you fail to report at the Training Centre on the date mentioned above, this offer of appointment stands automatically withdrawn. Please note that you are not entitled for reimbursement of travelling expenses incurred by you for reporting at the Training Centre. Duration of training would be 12 weeks. During training, no leave is generally sanctioned to the participants. You will be required to attend regular classes etc. from Monday to Saturday. You may also be directed to attend classes / Programmes etc. on Sunday / holidays as and when required.

Arrangements regarding boarding & lodging during the training at training centre has been made by the Corporation.

9. यदि आपको उपरोक्त नियम व शर्तें मंजूर हो तो आपको सलाह दी जाती है कि आप दिनांक 21.12.2019 को मैसूर के पते पर रिपोर्ट करें। **इस पत्र की एक मुद्रित प्रति प्रशिक्षण केंद्र पर रिपोर्ट करते समय अवश्य लाये।** प्रशिक्षण केंद्र द्वारा आपको इस पत्र की मुद्रित प्रति तथा द्वितीय प्रतिलिपि सहित प्रदान की जाएगी। कृपया आप इस पत्र में निहित नियम व शर्तों की विधिवत स्वीकृति को दर्शाते हुए नियुक्ति के इस प्रारंभिक प्रस्ताव पत्र की द्वितीय प्रतिलिपि प्रशिक्षण व्यवस्थापक को सुपुर्द कर दें।

If you are agreeable to the above terms and conditions, you are advised to report on 21.12.2019 at training centre at Mysore.

Print of the soft copy of this letter has to be brought at the time of reporting.

You will be handed over the hard copy of this letter in duplicate by the Training center. Please handover the duplicate copy of this letter of Preliminary Offer of Appointment duly acknowledged signifying the acceptance of the terms and conditions laid therein to the Training Manager/ Course co-ordinator.

10. कृपया प्रशिक्षण केंद्र में रिपोर्ट करते समय निम्नलिखित कागजात भी प्रशिक्षण केंद्र के व्यवस्थापक को प्रस्तुत करें :

You are also advised to submit the following documents to the Manager / Course co-ordinator, of the training center at the time of your reporting there.

(क) यदि आप सेवारत थे या हो तो , वर्तमान नियोक्ता से कार्यमुक्ति पत्र

(a) Discharge Letter from the present employer in case you are employed.

(ख) पत्र के अनुच्छेद 5 में यथा उल्लेखित, गैर न्यायिक स्टैम्प पेपर पर निष्पादित क्षतिपूर्ति

बंध पत्र एवं प्रतिभूति पत्र।

(b) Indemnity Bond and separate Surety duly executed on Non-Judicial Stamp Paper as mentioned in Para 5 of this letter.

(ग) पूरी तरह भरा हुआ तथा हस्ताक्षरित साक्षात्कन प्रपत्र (मूल तथा दो प्रतियां)

(c) Attestation form (Original with Two copies) duly completed and signed.

(घ) कोई अन्य कागजात जिसे साक्षात्कार के समय प्रस्तुत करने के लिए कहा गया हो और आप प्रस्तुत न कर पाए हों।

(d) Any other document that you were required to submit at the time of Interview but have failed to do so.

(ङ.) आपके 4 फोटो (स्टैम्प साइज़) व वैध मूल पहचान पत्र।

(e) Your 4 photographs (stamp size) & **Original valid Photo ID card.**

उपरोक्त 10 (क) से 10 (ङ.) में वर्णित कागजातों में से कोई भी कागजात प्रस्तुत न करने पर आप प्रशिक्षण कार्यक्रम में शामिल होने के अयोग्य हो जाएंगे।

Non submission of any of the documents as listed above in 10(a) to 10(e) may disqualify you from joining the Training Programme.

11 प्रशिक्षण के दौरान बायोमेट्रिक डाटा (अंगूठे का निशान) लिया जायेगा जिसे परीक्षा के दौरान लिये गये बायोमेट्रिक डाटा के साथ सत्यापित किया जायेगा । बायोमेट्रिक डाटा लेने के दौरान उंगलियों के रखरखाव सम्बंधी हमारे पूर्व के निर्देशों पर ध्यान दें ।

बायोमेट्रिक डाटा के मेल न खाने पर प्रशिक्षण में शामिल रहने की अनुमति नहीं दी जायेगी तथा उचित प्रशासनिक व कानूनी कार्यवाही की जायेगी ।

Biometric data (thumb impression) will be captured during the training and verified with the biometric data captured during the examination process. Kindly refer our previous instructions regarding maintenance of fingers for biometric data capture.

If Biometric data does not match with the biometric data captured during examination, you will not be allowed to continue in training and appropriate administrative and legal actions will be initiated.

***** End of document *****

"The information contained in this electronic message and any attachments to this message are intended for exclusive use of the addressee(s) and may contain confidential or privileged information. If you are not the intended recipient, please notify the sender at LIC OF INDIA or co_mailadmin@licindia.com immediately and destroy all copies of this message and any attachments. The views expressed in this E-mail message / Attachments, are those of the individual sender."

2 attachments

 **attestation form-format.pdf**
347K

 **Information brochure Induction training.pdf**
716K

Kingsuk Maity <kinshukmaity@gmail.com>
To: Krishnaprasad Sau <saukrishnaprasad@gmail.com>

Wed, Dec 18, 2019 at 11:03 AM

[Quoted text hidden]

2 attachments

 **attestation form-format.pdf**
347K

 **Information brochure Induction training.pdf**
716K

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

Strictly Private and Confidential

24-Nov-2018

Jaydev Mahata

DUDHKUNDI ,Kalsi Bhanga, Jhargram, Dist. Paschim Medinipur, PO. Dudhkundi, West Bengal-721513
9735748506

Dear Jaydev,

We are pleased to extend an Offer to join Accenture Solutions Pvt. Ltd. ("Company") in our Advanced Technology Centers, India as per the below terms and conditions:

Role - Application Development Associate

Career Level - Career level - 12

Talent Segment - Software Engineering

Please refer to:

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

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this Offer. This Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college with an aggregate of 65% or 7.25 CGPA or more, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after your effective start date.

Version 7.0 (Nov 2018)

Candidate's Signature _____

Reference Id: abb15b65-cc51-4bf2-9640-ff4d6c36cff6_1
Signed By: Mohan Sekhar

24th Oct 2018

**Mr. Indrajit Mahata,
S/O: Amiya Mahata,
Dhabani, Paschim Medinipur,
West Bengal-721516**

Dear Indrajit,

Sub: Offer of Employment

I refer to our recent discussions with regarding your appointment to Chiltern Clinical Research (CHILTERN) as **Intern**. We are happy to offer you this position according to the following conditions and those detailed in the Staff Policy as revised from time to time.

1. CHILTERN will employ you on a full-time salaried basis with a starting date on or about **12th November 2018**.
2. This position reports to – **Associate Manager, Data Technology & Programming**
3. Your responsibilities will include those described in the attached Job Description. During the first months of operation (approximately 6 months) you may be required to take over various activities mentioned in the Job Description.
4. You will be available for work during normal business hours (9.30 am to 6.00 pm or 5:30 am to 2:00 pm or 2:30 pm to 11:00 pm), Monday to Friday. As per the business requirements timings will be intimated to you with prior notice and will normally work from Bangalore, India office. You will be provided with a Chiltern computer and necessary office equipment.
Travel on weekends and after working hours may be required as part of normal staff responsibilities, particularly in relation to international trips. Compensation will not normally be given for travel time, although time in lieu may be granted where work is required over weekend or festival days. All expenses related to business travel (conveyance, accommodation, meals) will be covered at cost on presentation of appropriate documentation. Expenditure is expected to be in accordance with Company Policy. For overseas travel, cost of purchase of necessary personal items will be reimbursed on presentation of appropriate documentation. Overseas travel insurance will be provided by the employer.
5. An annual gross salary of **INR 339,429** /- will be paid to you. The salary break up will be provided to you during your joining.
6. CHILTERN will, when applicable, pay to the Provident Fund the statutory employer payment required under the local law, out of total salary package agreed upon. The funds may be nominated by the employee but must be acceptable to the employer.
 - Your salary will be paid about the 25th of each month.

7. You will be entitled to the statutory leave entitlements:
 - Leave Policy will be provided during your joining.
8. Whilst an employee of CHILTERN, you are not permitted to operate as an independent contractor or consultant within the pharmaceutical industry or take on another salaried position.
It is also understood and agreed that the provisions of this section shall not prevent Employee from undertaking future responsibilities as a regular, full time employee of a pharmaceutical company engaged in research and development, manufacturing, marketing and sales or licensing of its own proprietary products, but not in a CRO, directly or through any subsidiary or division.
9. You will be required to sign a Confidentiality Agreement with CHILTERN protecting the confidential information of CHILTERN and its clients. Details of the business activities, methods of operation and client lists of CHILTERN are confidential to CHILTERN and will not be divulged to any person or organization or used by you to gain commercial advantage should you leave the employ of CHILTERN. Breach of this agreement may result in legal action of CHILTERN for compensation in relation to damage to its business activities.
10. On your leaving the employ of CHILTERN, all information, Submissions, reports, correspondence, reference materials and notes whether they be in hard copy, photocopies, electronic media (computer files) must be returned to CHILTERN and no copies retained by you. All Company property is to be returned prior to issuance of severance pay.
11. CHILTERN encourages all staff to undertake continued training both within CHILTERN and externally. Your training needs should be discussed with your immediate supervisor.
12. Two month written notice of termination in writing will apply by CHILTERN or the employee.
13. Your appointment will be reviewed on completion of three months service. Should either party wish to terminate the employment contract during this period, such termination may proceed without prejudice on one week's notice.
14. Your conditions of employment will be reviewed on a regular basis to ensure appropriate remuneration and recognition of your contribution to the business. Performance appraisals are conducted annually, at the end of each calendar year. Increments are considered from your base salary.
15. Since the company has to invest on your training & development during your tenure with us, we expect you to stay with the company for a period of 24 Months from your date of joining in case you wish to resign during this period then you need to pay the company the cost spent on your training which will be mentioned to you at the time of your resignation.

To signify your acceptance, please sign, date and return one copy of this letter for our files and retain the other copy.

Sincerely,

For Chiltern Clinical Research
Shankar Arun
Vice President, Clinical Analytics Operations

Name: Indrajit Mahata
Title: Intern
Date:

Chiltern Clinical Research India Private Limited
Bangalore
Breakup for Salary and Other Benefits

	Salary Components		Per Annum (Rs.)	Per month (Rs.)
1	Basic	50% of Base Salary	180,000	15,000
2	House Rent Allowance	40% of Basic	72,000	6,000
3	Telephone Allowance **	Fixed	12,000	1,000
4	Special Allowance	Variable	28,509	2,376
5	Statutory Bonus	As per Act	33,720	2,810
	Base Salary		326,229	27,186
1	Food Cards	Rs.50 X 22days	13,200	1,100
	Gross Salary		339,429	28,286
1	Employer contribution to PF		21,600	1,800
2	Employer contribution to ESI		0	0
3	Employees Privilege Leave ***		9,000	750
4	Gratuity		8654	721
	Total Cost to Company		378,683	31,557

Notes:

- 1 ** Telephone Reimbursement - Bills to be produce and it should be in the name of employee
If insufficient supporting bills/ receipts are provided, appropriate tax will be deducted.
- 2 ***Employees Privilege Leave: Subject to PL balance at the end of the year -Please refer leave policy.
- 3 **** Gratuity: eligible only after completion of 5 years of service.
- 4 Family (Self, Spouse and 2 children) Hospitalization Medclaim Coverage up to Rs.3,00,000/-.



Private and Confidential

Ref. No:343444WD

10/08/2022
RAHUL PATRA

Rahul Patra, Malincha, Malincha, Jhargram, PS: Beliaberah, West Bengal, India West Bengal 721517
India

Dear **RAHUL**,

Sub: Contract of Employment

We are pleased to appoint you at Job Level of **Associate** and Management Level of **Associate** in the Technology Consulting Sub Business of the **Advisory** Line of Service of **PricewaterhouseCoopers Services LLP** ("LLP"). It is expected that you would join on **13/10/2022**. This offer of appointment is subject to the terms and conditions attached hereto (Appendix A and Appendix B).

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

Your Total Base Pay (i.e. annual fixed compensation) will be Rs. **1,050,000.00/-** (Rupees **Ten Lakhs Fifty Thousand Only** only) as detailed in **Appendix A**. In addition to your Total Base Pay, you will be eligible for a variable pay as indicated in **Appendix A**. Review of your performance and compensation would be done periodically in line with the LLP's policies.

Appendix B lists out the broad terms and conditions of service governing your employment with the LLP. These are subject to change from time to time. You will be expected to carefully read, and keep yourself abreast of, the policies of the LLP as announced or amended from time to time. These amendments would be binding on you, immediately on its publication.

It is important to note that the LLP has a documented Human Capital Manual or Policy (hereinafter HC Policy). The HC Policy inter-alia contains various important provisions, for e.g. leaves, notice period, independence policy, etc. which are applicable to all staff members. Such provisions of HC Policy shall, by reference, be deemed to be part of your employment contract with the LLP and you shall at all times be bound by the same. Furthermore, all women employees are entitled to benefit under the Maternity Benefit Act, please refer to the Human Capital Manual or Policy as available under the "Policy House" for further details in this regard.

As an employee of the LLP, you are requested to go through the HC Policy and other policies or any



amendment therein carefully to fully understand these provisions and its implication on your employment with the LLP.

In the event of any inconsistency between this employment contract and the HC Policy, the provisions of HC Policy shall supersede.

To confirm your acceptance to this agreement, please initial all the pages and put your signature on the declaration at the last page of this agreement and return to us the duplicate copy of the entire agreement duly initialed and signed. Please note that this offer shall remain open for 3 days post-receipt of this employment contract, by which date if you have not given your acceptance in writing it shall automatically be deemed to have been rejected. In the event that you accept this offer, you are required to join your duties with us latest by **13/10/2022** failing which it shall be assumed that you have decided not to join and thus to have rejected this offer.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,
For, PricewaterhouseCoopers Services LLP

{{Signature_es_:signer1:signature}}

Ashootosh Chand
Partner

{{Signature_es_:signer2:signature}}

APPENDIX A

10/08/2022
Name: RAHUL PATRA
Job Level: Associate
Management Level: Associate
Sub SBU: Technology Consulting
Competency: 7410331 Emerging Technologies|Kolkata
Location: Kolkata Y-14



COMPENSATION DETAILS

Basic(Annual):INR420,000

Basic(Monthly):INR35,000

House Rent Allowance(Annual):INR210,000

House Rent Allowance(Monthly):INR17,500

Provident Fund (Employer's Contribution) (Annual): INR50,400

Provident Fund (Employer's Contribution) (Monthly): INR4,200

Total(Annual):INR680,400

Total(Monthly):INR56,700

Employer's contribution to National Pension Scheme & Reimbursable Flexible Benefits (RFB)*:INR369,600

Total Compensation:INR1,050,000/-

* If you are eligible for Reimbursable Flexible Benefits (RFB) and have opted for National Pension Scheme (NPS), the firm will contribute towards NPS, at the rate opted by you (up to a maximum limit of 10% of Basic Salary), the NPS amount will be deducted from the RFB. In case you feel that the firm should not contribute/contribute at a revised rate, please update the NPS and RFB details in Smartpay. The lesser contribution to NPS will move towards RFB.

All the above amounts are based on a full year of service and the amount payable to you would be determined pro-rata based on the number of days that you serve with the LLP during the applicable financial year.

ANNUAL VARIABLE PAY

In addition to the above Total Base Pay, you will be eligible for annual Variable Pay. The annual Variable Pay will be payable as per the Human Capital policy (as amended from time to time). The Annual compensation and Variable Pay / Performance Bonus will be subject to deduction of tax at source, in accordance with Income Tax Act, 1961 and all other central and state legislation applicable to your base location.

Additional benefits extended by the LLP are gratuity as per the Payment of Gratuity Act 1972, Group Personal Accident, Group Life Term and the Group Mediclaim Insurance as per the LLP's policy. Please note that as an employee of the LLP, you are subject to all the policies and procedures of the LLP



including those relating to Independence, Risk Management and Code of Conduct, as amended from time to time. Your compensation is personal to you and you are required to ensure that confidentiality of the compensation is maintained at all times.

APPENDIX B

General Terms & Conditions

1. Verification

Your employment in the LLP is subject to satisfactory verification of your certificates, testimonials and personal particulars/ credentials. The LLP reserves the right to get a background check (including criminal history record search, education and employment; and personal details verification) conducted on you, which you explicitly agree to, whether done directly by us or through nominated third party agencies. In the event that such verification or background check reveals any discrepancy in the statement(s) made in your application or in the bio-data with the LLP or in the declarations made by you in this agreement, your services are liable to be terminated forthwith without any notice or compensation.

2. Date of Birth

The date of birth declared by you is 01/11/1995. You will be bound by such declared date of birth in all service matters with the LLP, including your retirement age. Though at this time the LLP has accepted this as your date of birth on the basis of your statement and the documents you have provided, the LLP may at any time call upon you to furnish additional proof thereof as deemed appropriate.

3. Nationality

You confirm that you are an Indian national and hold an Indian Passport and are thus exempt from any additional work authorization to work in India.

However, if you are a non- Indian holding a foreign passport, you will be required to demonstrate that you have the necessary authorizations for working in India by submission of relevant documents. It will be your responsibility to ensure that throughout your employment with PricewaterhouseCoopers Services LLP your work authorizations are up to date and you shall hold PricewaterhouseCoopers Services LLP harmless and indemnified against any act or omission on your part in this regard. In case the work authorization ends during the course of your employment with PricewaterhouseCoopers Services LLP your contract with PricewaterhouseCoopers Services LLP will be deemed to be terminated.

4. Working Hours

The working hours of the LLP have been provided in the Human Capital Policy. Your work is of continuous responsibility and you will be expected to complete your assigned duties within the required time frame.



5. Leave

Your annual leave entitlement will be as provided in the Human Capital Policy of the LLP as amended from time to time. You shall also adhere to the weekly off based on your place of posting as applicable and amended from time to time.

6. Posting & Transfer

Your place of posting shall be as indicated in the first page of this Contract of Employment and you agree to be transferred in such capacity as the LLP may from time to time determine. In such a case, you shall be governed by the specific terms and conditions applicable to your new location.

7. Secondment

Your job may entail you to proceed, from time to time, on assignments at stations outside your place of posting and stations overseas. Based on exigencies of work and at the discretion of the LLP your services may also be transferred to any office of the LLP or seconded to any of its associate Firms in India or abroad or to any office of the LLP abroad. In such event you will be governed by the transfer and secondment rules framed by the LLP and / or by such associate Firm in this respect. In the event of your transfer and / or secondment you will also be governed by the specific terms and conditions applicable to your new location. You will be responsible to remain compliant with all applicable immigration/ visa and foreign exchange rules in this regard.

8. Confidentiality

Maintaining confidentiality is a condition to your employment.

During your employment, you will not store, copy, possess, use or disclose confidential/ personal/ sensitive information or data (including those from any of your previous employment(s) with other organizations) in an unauthorized manner. You shall not bring any such information or data into the LLP.

You will not, either during your employment with the LLP or after termination of such employment, divulge to anyone any information, secret, accounts or dealings relating to the LLP's business, its affairs or its clients, service providers, sub-contractors or vendors, other than to the Directors of the LLP or their authorized representatives.

On discontinuation of your employment, you will return to the LLP, all papers and documents and all other property pertaining to the LLP or affairs of the LLP or its client or any of its associates or branches, which may be in your possession, and will not retain any copy or extract therefrom.

You agree to sign engagement specific non-disclosure/ confidentiality agreements, if so required by the



LLP / certain clients of the LLP. In case of any breach of confidentiality caused by you, either during or after the termination of your employment with us, you will be personally liable to the LLP, our clients and third parties.

9. Intellectual Property

The nature of work to be assigned to you might be such that the clients may retain exclusive ownership rights on the resulting work products on unconditional basis. Further, the LLP may need to provide a client with material without acknowledging each individual who worked on it.

By signing this agreement, you are:

- Acknowledging and agreeing to the condition that all existing and future intellectual property rights in any materials, information and technology of any nature created by you, either singly or jointly with other persons, are the exclusive property of the LLP with unfettered rights for utilization or disposal of the same; and
- Consenting to the LLP and/ or its clients using or adapting material to which you have contributed, in any manner and without expressly acknowledging your individual contribution.

10. Independence

Independence is a professional principle and obligation that must be observed by all Staff members providing internal and/or client services.

Independence obligations prohibit, among other things, you, your spouse/ cohabitant and your dependents (collectively referred to as "you", "your") from holding certain positions with or investing in certain audit/ attest clients of the LLP and such clients' affiliates. Similarly, a non-dependent close family member's position with or material investment in an audit/ attest client of the LLP may impair your compliance with the LLP's independence rules.

Your position, job description, office location and client associations determine the applicability of specific provisions of the LLP's independence policy to you. Because it is important that you become familiar and comply with the LLP's independence policy, you agree to review the LLP's policies and materials regarding independence. Before joining the LLP and periodically thereafter, you will be required to confirm your compliance with the LLP's independence policy. In the event that the LLP's independence policy undergoes amendment, you shall be bound by the amended terms.

In connection with your independence obligations, the LLP and/ or the Securities and Exchange Commission and / or other statutory body may request, and you agree to provide, relevant financial and tax information including but not limited to up-to-date records of your investment portfolio, bank statements, credit card statements, insurance policies, loan documents. You may also be required to maintain a current record of your financial holdings (but not their value) in a LLP database. If an impairment of the LLP's independence or a conflict of interest exists or is likely to occur, you may be required to dispose of securities or resolve other independence issues on short notice and on terms that are disadvantageous to you. You also may be required to relocate to another LLP office or even to leave



the LLP.

11. Staff Members Joining Clients

The Independence Policy also mandates that in the event of an offer of employment from the audit client and/ or clients' affiliates you are currently engaged on, or have been engaged in the recent past, it is mandatory to immediately notify the Engagement Partner of such an offer.

On cessation of employment, you will not accept employment with a US Securities and Exchange Commission (SEC) registrant audit client in the capacity of chief executive officer, controller, chief financial officer, chief accounting officer or in any equivalent position wherein, you have put in more than ten hours of services at any point during the annual reporting period and within the one-year period prior to the commencement of the audit in progress.

12. Risk Management

A clear objective of the LLP is to effectively manage its risks while providing high quality services to our clients. To achieve this, the LLP has an effective set of risk management policies, processes and procedures. All team members are responsible for managing the risks on the assignments they undertake for clients. You will therefore be required to comply and keep yourself updated with various risk management policies and processes as in force from time to time when undertaking your work.

13. Confidential and Proprietary Information

Information and materials relating to the LLP, its clients, licensors and suppliers that are not publicly available must be treated as confidential and proprietary ("Confidential Information") and may only be used or disclosed for business purposes related to your employment duties with the LLP. You have an obligation to safeguard Confidential Information from unauthorized use and disclosure. Confidential Information includes, but is not limited to, the LLP's professional, technical and administrative manuals; associated forms, processes, and computer systems (including hardware, software, databases and information technology systems); other methodologies and systems; marketing and business development plans and strategies; client and prospect files, lists and materials; research materials; investigative materials; and project notes and plans. Because Confidential Information is extremely valuable, the LLP takes measures and may initiate any action including but not limited to initiating criminal proceedings to maintain its confidentiality and guard its secrecy. Confidential Information may be copied, disclosed or used by you during your employment with the LLP only as necessary to carry out LLP business and, where applicable, only as required or authorized under the terms of any agreements between the LLP and its clients, licensors and suppliers. You agree not to take or keep any Confidential Information when you leave the LLP. If you are ever asked to disclose any information or materials that are subject to these confidentiality restrictions, pursuant to legal process or otherwise, you must contact the leader of your practice unit or Host GMC to seek the LLP's consent prior to any disclosure. These confidentiality restrictions are permanent and do not lapse or cease upon your departure from the LLP.

14. Insider information



You are prohibited from using or sharing information, not publicly disclosed, which you obtain during the course of your work for the LLP, for your personal gain or advantage in securities transactions, or for the personal gain or advantage of anyone with whom you improperly share this information. This restriction applies to such information related to any company, not just the LLP's clients and their affiliates. The foregoing obligation is in addition to any obligation that you have not to purchase or hold securities of entities with respect to which the LLP must maintain independence.

15. Code of Conduct

The Code of Conduct Policy addresses how employees in the LLP should behave and conduct business in a wide range of settings and situations. It is your responsibility to adhere to consistently and appropriately enforce the Code of Conduct and other LLP policies as amended from time. You are expected to carefully read the Code of Conduct, the full text of which is available at <http://pwcportal.pwcinternal.com> and to keep yourself abreast of any amendments thereto as may be made from time to time. You are expected to bring any code of conduct related issue/ clarification/ grievance to the notice of the designated Ethics helpline (toll free: 000-800-0502-238 or email: ethics.india@in.pwc.com). For further details please refer to Human Capital Policy as amended from time to time.

16. Protection of Computer Software/ LLP's Assets

The LLP has a strict policy prohibiting the unauthorized reproduction or use of computer software purchased or licensed from an outside vendor. You will not bring into the LLP, or use, any unauthorized or unlicensed software. You will be required to sign a declaration annually that you are complying with this policy. Where applicable, you shall be provided with a corporate credit card, internet data card. All these shall at all times remain the LLP's property/ assets, and they must be returned to the LLP on termination of employment or whenever requested by the LLP or disposed of in accordance with the policies and directions under which they are issued.

You will be provided with access to a computer for your business use in the office. If you are allocated a portable computer for use with your work, you are required to take additional responsibility for the physical security of the equipment as well as the information stored therein. You must make yourself aware of and comply with the LLP's relevant policies and procedures applicable to usage of the LLP's computer equipment, including the LLP's policies on the appropriate use of email and the internet. You acknowledge and agree that the LLP reserves the right to monitor your usage of the LLP's computer(s) and IT systems/ resources towards ensuring that there is no unauthorized usage thereof.

17. Exclusivity

During the continuance of your employment with the LLP, it is a condition of your employment that you will not engage yourself in any other trade, business or occupation, including private practice and consulting, without obtaining prior written permission of the LLP.

18. Enrolment (wherever applicable)



In case you are a qualified member of a professional Institute like CA/ ICWA/ CS etc., you will be required to enroll yourself as a member of the respective Institute within two months of joining the LLP and notify your membership number in the Institute. However, you are not allowed to hold any Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining under intimation of your LLP. You are required to notify the LLP of your membership number in the Institute. In case you hold other educational qualification that entitles you to a Certificate of Practice, in such a case also, you are not allowed to hold this Certificate of Practice and in the event you possess such a certificate, you will surrender it within 7 days of your joining under intimation to the LLP. As a member of the respective Institute you shall additionally be bound by the Rules and Regulations of the respective Institute and will render all requisite support / documentation and keep the LLP indemnified at all times.

19. Bond signing (Sponsored Training Programs)

The LLP, from time to time, sponsors selected staff for expensive training programs with the objective that such staff would use the skills acquired for achieving business goals of the LLP. In consideration of being chosen for such training programs, at the LLP's option, you may be required to sign a bond whereby you shall agree to continue to provide services diligently in the areas you acquired training and not leave the LLP for a prescribed period after completion of training. If you fail to do so, you shall be required to refund to the LLP the cost of training in accordance with applicable slabs of refunds. You will be entitled to refuse to be provided such training. You acknowledge and agree that in the event that you accept such training then you shall remain bound by the terms of such bond and the LLP shall be fully entitled to adjust and recover such amounts from any amounts payable to you.

20. Leased Assets

In case of leased assets, like cars availed by you through the LLP, you will be personally liable for usage of such assets. The LLP will not bear any responsibility or liability for your usage of such assets. In particular, it is clarified that if you appoint a personal driver for the leased car, payment of wages etc. to such personal driver shall be your sole personal responsibility. It shall also be your responsibility to ensure that a valid insurance policy as may be required by law is maintained in respect of such asset at all times.

You hereby agree to keep the LLP fully released and discharged (and take all necessary actions in respect thereof) from any claims, actions or proceedings relating to your usage of such leased assets. In case of discontinuation of employment with the LLP, you will settle / foreclose the outstanding lease amount. You further authorize the LLP to settle the outstanding amount from your full and final amounts and shall take the appropriate steps to get the asset registered in your name, failing which the LLP shall take all requisite steps to protect its interest in this regard.

21. Retirement Age

The retirement age from the services of the LLP is 60 years



22. Retirement/ Separation Benefits

You will be entitled to gratuity benefits as per the Payment of Gratuity Act, 1972 on completion of five years of continuous service with us. Further, you will be required to make contributions towards Provident Fund which would be administered through your pay slip.

23. Notice Period

23.1 The LLP or employee may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment by giving notice as given below or a salary payment in lieu of that notice. The LLP may require an employee to complete all operative parts of the assignment or project he may be involved in on the date of resignation as determined by the LLP before agreeing to his release. If, in exceptional cases, the LLP agrees to an employee's requests for an early release, the LLP will recover the salary or part thereof equivalent to the balance notice period. For further details please refer to the Human Capital Policy.

The notice period for termination of employment by either side for the various levels shall be as specified in Human Capital Policy of the LLP. As per the aforesaid policy, the current notice period for the various levels is set out below:

- (i) Administratives and Specialists - sixty days
- (ii) Associates and above - ninety days

However, the period that is prescribed on the date of giving notice shall apply.

23.2 Termination without notice

The LLP has a Disciplinary Policy in place under which it reserves its right to take appropriate disciplinary action. This policy acts as a generic guide for initiating disciplinary proceedings; some of the indicative events are;

- (i) misconduct (ii) repeated misconduct (iii) breach of instructions by an employee (iv) failure to safeguard the assets of the LLP (v) activities which bring the LLP into disrepute (vi) sexual harassment (vii) any furnished declaration is false (viii) the employee is found to have wilfully suppressed any material information (ix) criminal conviction by court of law (x) failure to adhere to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time or (xi) where situations warrants action outside this Policy.

In the event that the LLP exercises this right, it may, at any time during the course of the employment by stating their intention to do so in writing, terminate the employment without giving notice or a salary payment in lieu of that notice. Such an order may be preceded by an enquiry. If so, you may not be allowed to retire or resign during the period that such enquiry is under contemplation or in progress.

For further details please refer to the Human Capital Policy.



24. Exit formalities

Before termination of employment, you will be required to complete exit formalities and sign necessary forms in this regard, as per the policies of the LLP.

You will be required to return to the LLP, all documents, including copies thereof and property including but not limited to corporate credit card, internet data card and comply with company car and leased accommodation terms, where applicable, before your last working day in order to obtain release. You are also specifically restrained from keeping copies or extracts of any of the LLP's or client's documents with you, after your release from the services of the LLP, except with specific written permission from the LLP.

As part of your exit formalities, you have to provide in writing to the LLP that you have not retained any data/ confidential information relating to the LLP and/ or our clients and that you will be personally liable to the LLP and/ or our clients in the event that it is found that any data/ confidential information was nevertheless retained by you. This liability shall remain whether or not any such data/confidential information is later disclosed by you.

25. Set Off

You as an employee explicitly agree that your final settlement of dues shall happen only after completion of the aforesaid formalities and first adjusting all dues under whatsoever head then due to the LLP including but not restricted to settlement of credit card dues, any recovery of dues pertaining to LLP assets, unadjusted advances or other amounts, if any paid on your behalf etc. In case of shortfall in the amounts to be recovered, you shall forthwith settle the remaining amount without demur or protest. The exit formalities shall be kept in abeyance till the deficit amount is paid in full.

26. Non Solicitation

Upon leaving the LLP you will not, without prior written consent of the LLP, for a period of twelve months from the date of ceasing employment, canvass, solicit, interfere with or entice away any person, LLP or corporation who has, at any time during your employment with the LLP, been:

- a client of the LLP with whom you have had contact or been involved in the provision of services, or
- an employee of the LLP.

To prevent any potential conflict of interest or breach of confidentiality, you will not accept an appointment offered by a client for whom an assignment is being performed by you or on which you are working for six months after the assignment is completed, unless appropriate written consent is obtained from the LLP. It is mandatory to immediately notify your Director/ Partner of such an offer.

27. General

As an employee of the LLP you are required to book proper time and expenses, use the LLP provided email ID and Internet for business purposes, not share your access card with anyone else, maintain good



housekeeping practices and also dress in a professional manner at all times.

It also important that you keep the LLP informed about any change in your personal particulars, and file updated nomination forms (e.g. relating to Provident Fund, Gratuity) on your own initiative in case of any such change. You agree to be personally responsible for renewal of all such personal documents which may have a bearing on your official duties or obligations (including passport, driving licenses, corporate credit card, Aadhar). Your employment in the LLP shall be governed by your compliance with and by providing all requisite information that may be sought from you by the LLP from time to time.

The conditions contained herein in the contract of employment are indicative only and can be modified from time to time. For any clarification on the LLP's Human Capital Policy please feel free to get in touch with the local designated HC staff. If you do not get a satisfactory response you may escalate the matter to the Human Capital Leader.

28. Company's Policies, Procedures and Rules

As an employee of the LLP, you shall be governed by all the policies including, but not limited, to those relating to HC Policy, Independence, Risk Management and Code of Conduct, office procedures, rules and regulations that may be in force from time to time and they become binding upon you immediately on its publication.

29. Right to access

It is the LLP's policy to take all reasonable steps to protect its interests. This includes ensuring that systems and equipment are used for the proper purposes. You understand that there may be regular checks in respect of usage or access of the LLP's system and equipment. For the avoidance of doubt, this includes, telephone systems, computer resources and systems, use of Email and internet systems and the postal system ("Facilities"). You also understand the LLP reserves the right, without notice, to access, listen to or read any communication or content made or received by you on its Facilities, to establish the existence of facts, to ascertain compliance with regulatory or self-regulatory practices and procedures, for quality control and staff training purposes, to prevent or detect crime (including 'Hacking'), to intercept for operational purposes, such as protecting against viruses and making routine interceptions such as forwarding emails to correct destinations, to check voice mail systems when you are on holiday or on sick leave.

30. Wrongful Dissemination

You must not host, display, upload, modify, store, make available or transmit, publish, update or share in or through the Facilities of the LLP or otherwise any information or material which:

- belongs to another person to which you have no rights and/or which infringes any person's intellectual property rights;
- is or is likely to be perceived as defamatory, threatening, misleading, offensive or inappropriate, or materially misrepresents facts;



- contains any virus, harmful component or corrupted data or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of the computer resources and Facilities of the LLP;
- contains any unlawful advertising, promotion or solicitation;
- violates any applicable law or regulation;
- is grossly harmful, harassing, blasphemous, defamatory, obscene, pornographic, pedophilic, libelous, invasive of another's privacy, hateful, or racially, ethnically objectionable, disparaging, relating or encouraging money laundering or gambling, or otherwise unlawful in any manner whatever;
- is grossly offensive or menacing in nature;
- impersonates another person.

31. Employee Consent

You hereby give consent to the LLP to collect, hold, store and process, both electronically and manually, all the personal information it collects or has collected in relation to you or belonging to you and your employment (in the course of your employment), for the purposes of the LLP, e.g. management and administration of its employees and its business or for compliance with applicable procedures, laws and regulations and you also consent to the transfer, storage and processing by the LLP, agents, contractors or sub-contractors or other PwC network Firms (each of which is a separate legal entity) of such personal information within or outside India.

32. No Duress

You hereby consent and agree that you are signing the employment contract, including the Appendix A and Appendix B and agree to be subject to all the Terms and Conditions of the Company's HC Policies including but not limited to those relating to Independence, Risk Management and Code of Conduct, as amended from time, on your own volition and without any undue influence.

33. Dispute Resolution

All disputes arising under this Agreement shall be governed by and construed solely and exclusively in accordance with the laws of India and all disputes shall be subject to the exclusive jurisdiction of the competent Courts of Delhi, India only.

For PricewaterhouseCoopers Services LLP ,

{{Signature_es_:signer1:signature}}



Ashootosh Chand

Partner

Encl: Declaration to be signed by the Employee

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement (including the attached terms and conditions thereto) and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the LLP as amended from time to time. In particular, I declare that:

a) I will furnish original copies of my certificates, testimonials and other necessary documents, on demand.

b) I acknowledge and agree to the LLP reserving the right to get a background check conducted on me including through a third party agency. In furtherance thereof, I authorize the LLP to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card, Aadhar) either directly or through a third party agency.

c) There are no ongoing or pending criminal cases/ criminal liabilities on me nor have I ever been convicted of any criminal offence/ convicted by respective Institute, wherever applicable. I further declare that there are no Disciplinary action / proceedings either ongoing or pending against me in respect of my previous employment.

d) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Firm or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into the LLP, and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the LLP.

e) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against the LLP's Code of Conduct.

f) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to the LLP and/ or its clients.

Consent to cooperate

I consent to cooperate in and comply with any request for testimony or the production of documents made by the Public Company Accounting Oversight Board in furtherance of its authority and responsibilities under the Sarbanes-Oxley Act of 2002. I understand and agree that this consent is a condition of my continued employment by or other association with the LLP.



The responsibilities, duties and obligations under the Sarbanes-Oxley Act of 2002 shall survive even after my termination or disassociation with the LLP.

I accept the above.

{{Signature_es_:signer2:signature}}

Name/ Signature/ Date



S. Bala <sh.bala12@gmail.com>

Congrats! Offer From Accenture

campus.offerletter@accenture.com <campus.offerletter@accenture.com>

Mon, Nov 26, 2018 at 9:20 PM

To: sh.bala12@gmail.com

26-Nov-2018

Shrutosom Bala
CANDIDATE ID:C7596300
UNIQUE REFERENCE NUMBER/UNIQUE ID:5ae6188c-08ae-4726-85b3-34e1de937f26_1

Dear **Shrutosom Bala**,

This is with respect to your application and the subsequent rounds of discussions you had with us. We are pleased to extend an offer to join Accenture in India.

Kindly note you will receive a separate email to reset your password.

Please follow below steps to access / view your Offer Letter

- Click on this link <https://india.jobs.accenture.com/default.aspx> and Login/Sign-in as a candidate using your registered credentials (email & password)
- You will be directed to your profile page
- Click on "Offer Letter - Click here to view the details" and enter your Unique Reference ID (mentioned at the top of this email), Candidate ID & registered mobile number. Click on Authenticate Offer Letter.
- An OTP is sent to your registered mobile number. Enter the OTP and click submit.
- The Offer letter and Terms of Employment will be listed along with other relevant documents.
- You may download/print the required documents and review them.

Request you to verify the details in the offer letter released on 11/26/2018 and inform your decision. By clicking on 'Accept Offer' or 'Reject Offer' within 7 days (seven days) from the receipt of the offer, post which the link will be disabled.

During the aforementioned period when the Accenture offer is under review/not yet accepted, Accenture reserves the right to revoke and rescind the offer by providing a reason in writing for such revocation or rescinding of the offer.

If you have any queries on the above process, please refer to the attached 'Job aid' document.

In case you have any other queries, please write to campus.queries@accenture.com.

Regards,
Campus Recruitment Team - Accenture India.

Accenture Disclaimer

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Accenture is committed to protecting your personal information. Your information will be collected, used and may be shared by Accenture with third party service providers to serve lawful purposes, for Accenture recruitment process, including processing of data by third party when required. Your information shall be held only as long as necessary to achieve the purpose for which it is collected. The use and transfer of your information will be strictly in accordance with the applicable data privacy law and in line with our privacy policy available at <https://www.accenture.com/privacy-policy>. Further, you agree and acknowledge that you have read Accenture's privacy policy and fully understand your rights to access, correct or withdraw your information anytime. Accenture has not authorized any agency, company or individual to either collect money or arrive on any monetary arrangement in exchange for a job at Accenture. Accenture's criterion for hiring candidates is merit. Any agency, company or individual offering employment with Accenture in exchange for money is misrepresenting their relationship with Accenture, which has not authorized any such action. If you are approached by any entity or individuals who demand money or any other form of compensation in return for a job offer at Accenture – even if they present themselves as representatives or employees of Accenture – please send the details to <https://businessethicsline.com/accenture/>.

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electronic communications with Accenture and its affiliates, including e-mail and instant messaging (including content), may be scanned by our systems for the purposes of information security and assessment of internal compliance with Accenture policy. Your privacy is important to us. Accenture uses your personal data only in compliance with data protection laws. For further information on how Accenture processes your personal data, please see our privacy statement at <https://www.accenture.com/us-en/privacy-policy>.

www.accenture.com

 **Job aid.pdf**
793K

Candidate ID: 1717457 /241663,

Date of Joining: 11/14/2018,

Joining Location: Chennai-PCT,

Designation: Analyst,

Dear Sufall Das,

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

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

Please report by 8:30 AM IST at Chennai-PCT office, for joining formalities as per the address mentioned below:

Address

Capgemini Technology Services India Limited. Prestige Cyber Towers , 9th Floor
Old Mahabalipuram Road, Siruseri, Chennai – 603103, India

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

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

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

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

Kindly note:

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

Best Regards,
Team HR

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EMPLOYMENT OFFER LETTER

Capgemini Ref: 1717457 /241663,

11/02/2018,

Sufall Das
74,Annapurna Apartment,,Rajdanga Gold Park,Kolkata,
Kolkata ,
India

Confidential

Dear Sufall Das,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **11/14/2018** (or such other date as may be communicated to you by the Company), as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Chennai-PCT**

C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR 240,001.00 (Rupees Two Lakh Forty Thousand and One only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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

Sufall Das,

Analyst

Total Cost to Company (CTC).

Rs.240,001.00

Monthly Components	Per Month	Annualized
Basic	Rs 9,364.00	Rs 112,368.00
House Rent Allowance	Rs. 4,682.00	Rs 56,184.00
Other Reimbursements & Allowances#	Rs. 1,124.00	Rs.13,488.00
Personal Allowance	Rs. 0.00	Rs. 0.00
Advance Statutory Bonus	Rs. 1,873.00	Rs. 22,476.00
Gross monthly salary	Rs.17,043.00	Rs. 204,516.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs.1,124.00	Rs.13,488.00
Gratuity (accrual only)		Rs.5,400.00
Total Fixed Compensation		Rs.223,404.00
Total Cash Compensation		Rs. 223,404.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 6,877.00
Capgemini contribution to ESI		Rs.9,720.00
Total Cost to Company		Rs. 240,001.00

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

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

Notes:

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

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

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

NOTE:

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

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

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

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

F.) Probationary Period:

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

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

H.) Conditions of hire:

1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company.
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
 - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.
 - a. You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 14-Nov-2018, our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.
 - b. You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

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

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

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

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

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

Kind Attn: Head - Human Resources

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

Email: hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Jaideep Chavan
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Sufall Das

Date: 11/02/2018

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. **CURRENT WORK LOCATION:**

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. **DUTIES AND RESPONSIBILITIES:**

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. **COMPENSATION:**

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended.

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;
- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties. This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:

- a) background verification agencies for the purpose of verifying the information submitted by me basis which I have been made an offer of employment,
- b) payroll processing agencies for processing my payroll (including reimbursement claims),
- c) law enforcement agencies,
- d) to comply with a judicial/quasi judicial order,
- e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the purpose of audit,
- f) insurance companies for the purpose of group insurance, personal accident insurance etc.
- g) service providers providing services for biometric access to office premises for monitoring attendance.
- h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of processing of visa, work permits etc.

2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:

- a.) affiliates of the Company for administrative purposes and/or audit;
- b.) clients/prospects in relation to any staff augmentation assignments.

3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.

4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.

5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.

6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.

7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature
Date:

July 30, 2021

Mr Anish Mukherjee

Employment # 742728

Kolkata

Dear Anish Mukherjee,

Further to your resignation dated **June 02, 2021**, you are being relieved from the services of the Company effective the closing hours of **July 30, 2021**

Your Service record with the Company is as follows :

Date of Joining : **October 27, 2018**

Date of Leaving : **July 30, 2021**

Designation at the time of resignation : **Jr. Prod Specialist - Tech**

We wish you the very best in your future endeavors.

Sincerely,

For **Cognizant Technology Solutions India Private Ltd.,**



Pravin Mathiyalagan Kumar
Associate Director – HR

Note: This is a computer generated letter and does not require any signature in original.
Regd. Office: #5/535, Old Mahabalipuram Road, Okkiam Thoraipakkam, Chennai - 600 097.
To verify Cognizant employment details of the associate, please write to verification@cognizant.com

04-Sep-2018

Dear Saikat Roy,
B.Tech/B.E., Information Technology
government college of engineering&ceramic technology

Candidate ID – 12233752

In continuation to our discussions, we are pleased to offer you the role of **Programmer Analyst Trainee** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**.

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of **Rs.338,005/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs.21,005/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in **Annexure A**.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to **Rs.383,755/-**. This includes an annual incentive indication of **Rs.20,000/-**, as well as Cognizant's contribution of **Rs. 21,755/-** towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.,



Suresh Bethavandu
Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:



Capgemini Joining

Confirmation-25th January 2019

Inbox



madan, Namitha 21/1/2019

to me 



Hi Samit Ghosh,

Greetings from Capgemini!!

Your joining is confirmed on 25th January 2019 at Bangalore location.

Please confirm your interest in joining us by replying on the same mail trail by 21st Jan 2019 before 2 PM.

If you are not interested in joining .kindly reply us with complete reason by replying on the same mail trail by 21st Jan 2019 before 2 PM .

Check your mails regularly as we would be communicating the further processes to you soon.

Note-

* Company will not be providing any accommodation.Samit Ghosh,

* Service Agreement of 2 years is applicable.

* If at any time it is found that you have active backlogs/ aggregate percentage below 60% you will be deemed ineligible and your offer will be withdrawn immediately.

* Do not change the subject while replying to this email.

* Please do not wait for the offer letter to make your travel arrangements.

Regards,

Namitha Madanan,

Assistant Executive Officer



99+





OFFER CUM APPOINTMENT LETTER

Rohit Basu

Kolkata
IND

Dear Rohit,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **Tron Analyst at Hyderabad**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **06-Aug-2018**.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

- 3.1 You will be employed in the position of **Tron Analyst**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of the office, at which you work, will apply to you and these will be advised on commencement of employment and when there is a change. You may be required to work in shifts for different work hours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and from time to time during the course of your employment, as appropriate. Certain business teams also operate on 24x7 basis and hence, may have rotational shifts or related requirements for their respective team members. Please refer to Amazon India's Policies and Procedures for further details.

5. Place of Work

Your initial place of work will be at Amazon India's facility in Hyderabad. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.**250,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 6.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.

7. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or

any information related to, or that might reasonably be expected to lead to, the development of such strategies;

- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other

appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the “Date of Termination”), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 10.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, (“Intellectual Property Rights”) shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
 - (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
 - (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.
- 10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.
- 10.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.
- 10.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated



research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

- 11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and
- 11.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

- 12.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

14. Termination of Employment

14.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

14.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

14.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures,

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which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

15. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures.

17. New Hire Background Investigation

- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are hired from campus and results for your examination are still awaited, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon reserves the right to take action including termination of your employment without notice.

18. Foreign Nationals

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

- 19.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer);
- 19.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to

engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

20. Other Particulars

- 20.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter
- 20.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

21. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

22. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

23. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

24. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable



by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

25. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

26. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

27. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

28. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Mallechwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
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Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

29. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

30. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

31. Survival

Your obligations under Sections 9, 10, 12, 14, 22, 23, 24, 26, 27, 28 and this Section 31 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by: GERARD KOSHY
Date: 2018.07.27 22:03:43 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.