

13 April, 2023

Mr. Harshal Balasaheb Berad
Plot No. K1, Ravish Housing Society,
Kineti Cwhowk
Ahmednagar
Maharashtra - 414001

Dear Mr. Berad,

Sub: Your appointment as "Key Resource - Customer Relations".

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 13 April, 2023 (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 212,040.00 per annum. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

Accepted

Berad

04/05/2023

1840 - HSP1 - Nashik

◇ HDFC SALES

01 August, 2023

Mr. Naresh Vijay Jadhav
Sanjivani Colony,
Malhar Chowk,
Railway Station,
Ahmednagar
Maharashtra - 414001

Dear Mr. Jadhav,

Sub: Your appointment as "Key Resource - Customer Relations".

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 23 August, 2023 (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 215,556.00 per annum. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

Accepted
Jadhav N. V.

Viraj Enterprises

(Channel Partner of Indiamart)

Head Office

Amber Plaza Building, First Floor, Near Disha computer, in front Maliwada Bus Stand, Ahmednagar,
Aurangabad Office Address: - Golden city Centre, near prozan mall, Shop no 233, 2nd floor Aurangabad Maharashtra.

25th-Aug 2023

RE: - LETTER OF OFFER OF EMPLOYMENT -Senior Sales Associates (On Assignment with INDIA MART INTERMESH LTD)

Dear Muzammil Salim Shaikh,

Following our recent discussions, we are delighted to offer you the position of **Sr. Sales Associate** at **Viraj Enterprises in Association with India Mart Inter mesh Limited (Channel Partner) Ahmednagar Location**. Your **DOJ** will be on **21st-Aug-2022 on (Monday)**. Your **Annual Salary** Will be **Rs.2,52,000 (Two Lac Fifty Two Thousand Only including PLI)**. If you join Our Organization, you will become part of a fast-paced and dedicated team that works together to provide our clients with the highest possible level of service and advice.

We take this opportunity to thank you and appreciate your decision to join us.

As a member of Our Organization team, we would ask for your commitment to deliver outstanding quality and results exceeding addition, we expect your personal accountability in all the products, actions, advice and results that you provide as a representative of Our Organization. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

- **Position: Senior Sales Associate**
- **Salary : 18,000 Rs per month + 3000 Rs PLI (On achieving 4 sales)**

Job description:

- Organizing Tele calling/Sales Visit
- Demonstrating and Presenting the Concept
- Identifying business opportunities by identifying potential prospects
- Researching and analyzing sales options.
- Aiming to achieve weekly and Monthly targets.
- Contributing to team effort by accomplishing related results as needed.

Probation Period: 3 months

As per company policy. After **3 months** completion in an organization. Then you will be eligible for **PF & ESIC facility**.

Arun - HSPL - Nashik

◇ HDFC SALES

01 August, 2023

Mr. Naresh Vijay Jadhav
Sanjivani Colony,
Malhar Chowk,
Railway Station,
Ahmednagar
Maharashtra - 414001

Dear Mr. Jadhav,

Sub: Your appointment as "Key Resource - Customer Relations".

Pursuant to your application and subsequent interview, we are pleased to appoint you in HDFC Sales Private Limited as "Key Resource - Customer Relations" in Grade "G1" with effect from 23 August, 2023 (Refer Annexure II for terms and conditions).

In lieu of the services rendered by you in terms of this Agreement, your salary will be as discussed i.e. Rs. 215,556.00 per annum. (Refer Annexure I for Salary Break - up).

As a token of your acceptance of this offer you are requested to return the duly accepted and signed copies of the Appointment Letter along with Annexures.

Yours truly,

For HDFC Sales

Shilpi Singh

Authorized Signatory

Accepted
Jadhav Arun V

HDFC Sales Pvt. Ltd.
Company of HDFC LTD.

Wing A/4th Floor, HDFC HOUSE, H T Parekh Marg, 165, 166, Back Bay Reclamation,
Churchgate, Mumbai - 400020 Tel: +91 22 81552400. Fax: +91 22 61552440
Email : response@hdfcsales.com. Website : www.hdfcsales.com
CIN : U65920MH2004PTC144182



Date: 02/02/2023

Dear Taniya Narang

Subject: Your Provisional Offer Letter in the Bank's Service

Congratulations on your provisional selection in Ujjivan Small Finance Bank!

In further to the selection process undertaken by the Bank for the position of Executive Trainee – "Branch Banking" we are pleased to offer you appointment as Executive Trainee –Branch Banking **subject** to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Executive Trainee - Branch Banking
Grade	UJJC
Compensation - Annual Fixed Pay (A)	450000
Compensation - Target Variable Pay* (B)	675000
Compensation - Cost to Company CTC (A+B)	1125000
Period of Probation (Months)	6 Months (180 Days)

Target Variable Pay (TVP)*

Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number ('UAN') with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar complaint before the date of joining.

Yours sincerely,

Ujjivan Small Finance Bank Limited,

Sincerely,

Taniya Narang – Regional HR, West

Ujjivan Small Finance Bank Limited,

Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)
I hereby unconditionally accept the offer and the terms and conditions.

02082121



www.ujjivansfb.in



customercare@ujjivan.com



UJJIVAN SMALL FINANCE BANK

Build a Better Life

Date: 01/02/2023

Dear Mansha Sakhlani

Subject: Your Provisional Offer Letter in the Bank's Service

Congratulations on your provisional selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of Executive Trainee – "Branch Banking" we are pleased to offer you appointment as Executive Trainee –Branch Banking **subject** to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Executive Trainee - Branch Banking
Grade	UJJC
Compensation - Annual Fixed Pay (A)	450000
Compensation - Target Variable Pay* (B)	675000
Compensation - Cost to Company CTC (A+B)	1125000
Period of Probation (Months)	6 Months (180 Days)

Target Variable Pay (TVP)*

For Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For Performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number ("UAN") with the Employees' Provident Fund Organization compliant with Aadhaar particulars. If your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees'; Provident Fund Scheme, 1952, you should make the UAN Aadhaar complaint before the date of joining.

Yours sincerely,
For Ujjivan Small Finance Bank Limited,

sincerely,
J. Kesarwani – Regional HR, West

For Ujjivan Small Finance Bank Limited,

Encl: Annexure A (Duties); Annexure B (Entitlements); Annexure C (Joining Documents)
I hereby unconditionally accept the offer and the terms and conditions.

18002082121 www.ujjivansfb.in customercare@ujjivan.com

Head Office and Registered Office: Grape Garden, No. 27, 3rd "A" Cross, 18th Main, 6th Block, Koramangala, Bengaluru - 560095, Karnataka
Tel: +91 80 40712121, Fax: +91 80 41468700 CIN: L65110KA2016PLC142162

Date: 11/03/2023Name: Madan Anand
Address: Savedi Road,
hmadnagar-414003
Mobile No: 8855066933Intent of Offer letter for the post of Sales TraineeMadan

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have selected in our company for the position of **Sales Trainee** for our MSME Lending function based at hmednagar Branch.

re pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for lives/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The s of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

ntioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have d to join the duties tentatively on or before **15th June 2023** (Date of joining).

ill have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

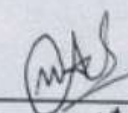
sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of ment.

you all the best!

ncerely,

mal Finance Sales and Service Private Limited

Gite
Human Resources

Accepted by: Date: 11/3/23**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Prajwal KlakhareAddress: Ahmednagar
Maharashtra - 414003
Mobile No: 7040458283Intent of Offer letter for the post of Sales TraineePrajwal

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our MSME Lending function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.


Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of yours.

Wishing you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: 
Date: 11/03/23**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Shivam TeloreAddress: Mukindpur,
Mednagar - 414603
Mobile No: 9623612222Intent of Offer letter for the post of Sales TraineeShivam

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have selected in our company for the position of **Sales Trainee** for our HL function based at Mednagar Branch.

we are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Incentives/ Performance Pay, Group Mediciam Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

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Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

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If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

HR
Human Resources

Accepted by: Date: 11 March 2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Niranjana JoshiAddress: Savedi,mednagar-400003,File No: 7026354419Intent of Offer letter for the post of Sales TraineeNiranjana

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

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If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

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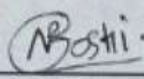
Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of the same content.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: Date: 11/3/2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Omkar Ghosnade
Address: Ahmadnagar
Maharashtra - 414001
Mobile No: 7755940596Intent of Offer letter for the post of Sales TraineeOmkar

In reference to the interactions and assessments you have had with us, we are pleased to inform you that you have selected in our company for the position of Sales Trainee for our HL function based at Ahmadnagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for bonuses/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have agreed to join the duties tentatively on or before **15th June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

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Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.


Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Head Office
Human Resources

Accepted by: Date: 11-03-2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Shravani TamboliAddress: Ahmednagar,
Maharashtra-414001Phone No: 9422925100Intent of Offer letter for the post of Sales TraineeShravani

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: SambalDate: 11-03-2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023

Aditya Gurave
s: Satbhai Galli
nednagar - 414001
No: 7517974926

Intent of Offer letter for the post of Sales Trainee

Aditya

In reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at nednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Once confirmed, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

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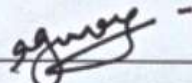
Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wishing you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: 
Date: 11/03/2023

Piramal Finance Sales and Service Private Limited

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/06/2023Wilson Makasare

Address: Ahmednagar
Maharashtra - 414001
 No: 9766677363

Intent of Offer letter for the post of Sales TraineeWilson

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Ahmednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

I have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Thank you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Head Office

Human Resources

Accepted by: 

Date: 11.3.2023

Piramal Finance Sales and Service Private Limited

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023To: Mayank Nawlani
Address: Sawedi Road
Mednagar - 414003
Phone No: 8888045551Intent of Offer letter for the post of Sales TraineeMayank

In reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our **MSME Lendings** function based at **Mednagar** Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Upon joining, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23.

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

You are requested to sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of **Mednagar** Branch.

Wishing you all the best!

Sincerely,
Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: MayankDate: 11-03-2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023: Priyanka KhandeSS: Ahmednagar
Maharashtra - 413704No: 9370397249Intent of Offer letter for the post of Sales TraineePriyanka

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Medical/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

You are required to sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of Piramal Finance.

Wishing you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: Date: 11-03-2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Shrikant Kaleis: Dehere,
madnagar - 414111
No: 8796314896Intent of Offer letter for the post of Sales TraineeShrikant

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Res/ Performance Pay, Group Medclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

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Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

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If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

Sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Gite
Human Resources

Accepted by: Kale.S.J.Date: 11/03/2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customer@piramal.com

T +91 22 3802 4000

Date: 11/03/2023: Rushikesh AulsouderSS: Ahmadnagar
Maharashtra - 414001
E No: 8605669527Intent of Offer letter for the post of Sales TraineeRushikesh

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

As mentioned, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You will have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Thank you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Head Office
Human Resources

Accepted by: [Signature]
Date: 11/3/2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Yash JindamS: Ahmadnagar
ahmadnagar - 414003
No: 9145326825Intent of Offer letter for the post of Sales TraineeYash

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Ahmadnagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.

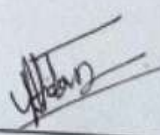
Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of the same.

Thank you all the best!

Sincerely,

Head of Sales and Service Private Limited

Human Resources

Accepted by: Date: 11/03/2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customer@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Name: Bhavik ShahAddress: Jalgaon,
Maharashtra - 425401
Mobile No: 9259116887Intent of Offer letter for the post of Sales TraineeBhavik

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been elected in our company for the position of **Sales Trainee** for our HL function based at Jalgaon Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Accordingly, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

Any of the documents submitted by you as mentioned above are forged or invalid.


Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: Date: 11/03/23**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023

Name: Prasad Marwade

Address: Ahmadnagar
Maharashtra - 414003

Phone No: 9665398855

Intent of Offer letter for the post of Sales Trainee

Prasad

In reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Ahmadnagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Once confirmed, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

The following circumstances the offer/employment will stand cancelled or revoked automatically:

• If for any reason you do not clear the final year examination.

• If you fail to attend the functional orientation training (Boot camp).

• In case, you fail to join on the above-mentioned date.

• If any of the documents submitted by you as mentioned above are forged or invalid.

Please send and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of yours.

Thank you all the best!

Sincerely,

Finance Sales and Service Private Limited

Human Resources

Accepted by: [Signature]

Date: 11/03/2023

Piramal Finance Sales and Service Private Limited

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023

Name: Govinda Pawar

Address: Beed,
Maharashtra - 413207

Mobile No: 7057886826

Intent of Offer letter for the post of Sales Trainee

Govinda

In reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Wagholi Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000 per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Once confirmed, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

1. If you fail to clear the final year examination.

2. If you fail to attend the functional orientation training (Boot camp).

3. In case, you fail to join on the above-mentioned date.

4. If any of the documents submitted by you as mentioned above are forged or invalid.

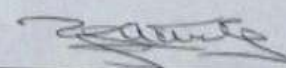
Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of yours.

Wish you all the best!

Sincerely,

Finance Sales and Service Private Limited

Human Resources

Accepted by: 

Date: 11/03/2023

Piramal Finance Sales and Service Private Limited

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023To: Rajlaxmi BetAddress: Ahmadnagar
Maharashtra - 414001Phone No: 8308607188Intent of Offer letter for the post of Sales TraineeRajlaxmi

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at Ahmadnagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Upon joining, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

If any of the documents submitted by you as mentioned above are forged or invalid.

Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of Piramal Finance.

Yours faithfully,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: Rajlaxmi Bet
Date: 11/03/23**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023

Pranay Kolte

SS: Bolhegaon
mednagar - 414001

No: 9767291977

Intent of Offer letter for the post of Sales Trainee

Pranay

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Further, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

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Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

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If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

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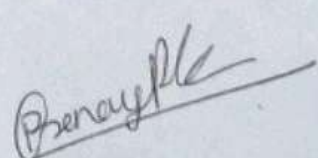
Please sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of appointment.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: 

Date: 11-3-23

Piramal Finance Sales and Service Private Limited

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/08/2023Sumeet GaikwadSS: Ahmadnagar
harashtra - 414003
No: 9219285427Intent of Offer letter for the post of Sales TraineeSumeet

reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our HL function based at mednagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Once accepted, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

- Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

- Educational mark sheets & Certificates (including final year passing certificate/ mark sheet).
- Passport size color photographs with red background.

- Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23.

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

- For any reason you do not clear the final year examination.

- You fail to attend the functional orientation training (Boot camp).

- In case, you fail to join on the above-mentioned date.

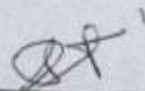
- If any of the documents submitted by you as mentioned above are forged or invalid.

You are requested to sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of _____.

Best regards,
All the best!

Sincerely,
Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: 
Date: 11/3/2023**Piramal Finance Sales and Service Private Limited**

Registered Office: Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000

Date: 11/03/2023Shivani KohaleAddress: Ahmadnagar
Wai - 414105
No: 9561126702Intent of Offer letter for the post of Sales TraineeShivani

Reference to the interactions and assessments you have had with us, we are pleased to inform you that you have been selected in our company for the position of **Sales Trainee** for our MSME Lending function based at Ahmadnagar Branch.

We are pleased to offer you a fixed salary of Rs. 2,44,000/- per annum. In addition, you will be entitled for Bonus/ Performance Pay, Group Mediclaim Insurance, Term Life Insurance, Group Personal Accident policy. The details of which will be mentioned in your appointment letter along with all the other terms & conditions of appointment.

Once confirmed, a detailed appointment letter will be issued to you upon your joining the duties of the Company. You have to join the duties tentatively on or before **15th June 2023** (Date of joining).

You have to complete the following formalities on the link provided before you join the organization.

Submit your self-attested copies of residential address proof, Pan Card, Aadhar Card.

Education mark sheets & Certificates (including final year passing certificate/ mark sheet).

2 passport size color photographs with red background.

Attend a functional orientation training (Boot camp) during 01/06/23 to 15/06/23

In the following circumstances the offer/employment will stand cancelled or revoked automatically:

If for any reason you do not clear the final year examination.

If you fail to attend the functional orientation training (Boot camp).

In case, you fail to join on the above-mentioned date.

In any of the documents submitted by you as mentioned above are forged or invalid.

You are requested to sign and return the duplicate copy of this Job offer letter as a token of your acceptance of this job offer of Piramal Finance.

Wish you all the best!

Sincerely,

Piramal Finance Sales and Service Private Limited

Human Resources

Accepted by: Kohale.S.V
Date: 11-03-2023**Piramal Finance Sales and Service Private Limited**

Registered Office : Floor 4, 2 Peninsula Corporate Park, Ganpatrao Kadam Marg, Lower Parel, Mumbai 400013

CIN: U67200MH2020PTC345642

customercare@piramal.com

T +91 22 3802 4000



APPOINTMENT LETTER

November 2022
Angola.

It is with great pleasure that I welcome you to my very close to heart company's journey. Super excited to have you on board with me!
Your start date is **Thursday, 01st December 2022** and your title will be "**Junior HR Generalist**".

Your normal work hours will be 9 hours and 6 days a week. You will be working from client site, ME-HR office and on field.
You will be in a **probation period for 6 months** which means non-performance can lead to termination without prior notice. Your quick learning abilities and application of common sense will help you become a permanent employee of ME-HR.
You are entitled **18 days of paid leaves** in a year **after the probation period of 6 months** and we do not have leave encashment for accrued leave. You will also be entitled all the public holidays that the client practices.
At all point in time will keep confidentiality of ME-HR and its clients. You will not be allowed to work on direct client payroll and we will always maintain an extremely professional relation with the client.

Here are your roles and responsibilities as a "HR Generalist" :

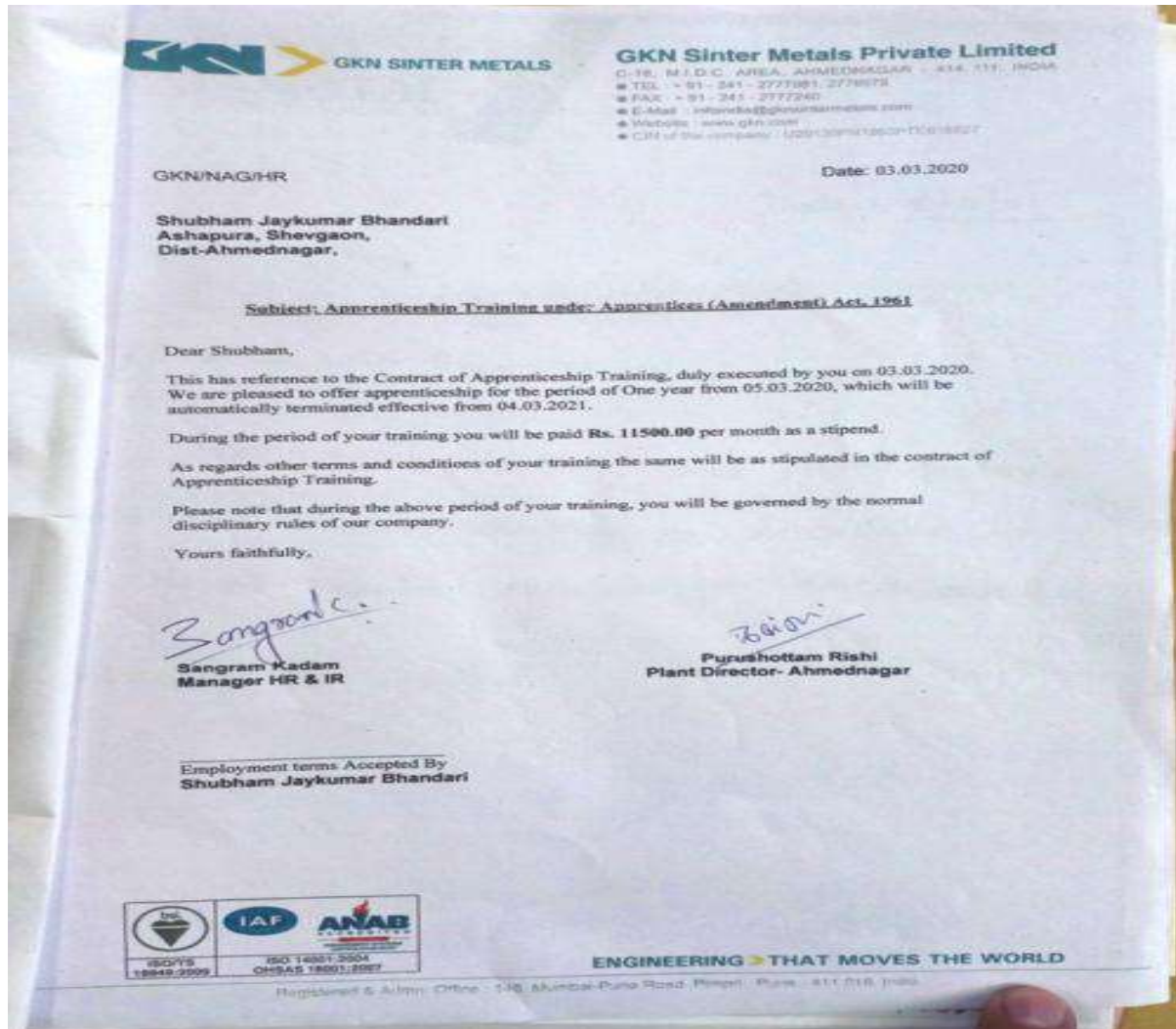
- Coordinate and End recruitment and hiring process for technical as well as non-technical profiles.
- Collaborate with hiring managers to set qualification criteria for future employees.
- Screen resumes and job applications.
- Conduct initial phone screens to create shortlists of qualified candidates.
- Interview candidate's for a wide range of roles (junior, senior and executive).
- Track hiring metrics including time-to-hire, time-to-fill and source of hire.
- Design, distribute and measure the results of candidate experience surveys.
- Train and advise hiring managers on interviewing techniques and assessment methods.
- Interview applicants about their experience, education and skills.
- Follow up with candidates throughout the hiring process
- Maintain a database of potential candidates for future job openings.
- Conduct employee on-boarding and help organize training & development initiatives
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise
- Promote HR programs to create an efficient and conflict-free workplace
- Assist in development and implementation of human resource policies
- Undertake tasks around performance management
- Collect and analyze data with useful HR metrics, like time to hire and employee turnover rates
- Organize quarterly and annual employee performance reviews
- Maintain employee files and records in electronic and paper form
- Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities.

Registered office : 704, 7th
Floor 6th Wing, IVORIO, The
IVO Life, Kad Nagar, Undri,
Pune -411028

Phone : (91) 08459328399
Website : www.me-hr.com

MBA BATCH 2021-2022

Shubham Bhandari 2021-2022



Dhanashree vidhate MCA 2021-22



Provisional Offer : BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219325502/Pune/BPS/BTN
Date:07/04/2022

Dear Ms. Dhanashri Yashvant Vidhate,

Subject: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

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.

Private and Confidential
TCSL/DT20219325502

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Sahyadri Park, Plot No. 23, Ring Road, Hinjewadi - Maharashtra - Pune - 411 057
Tel: 91 20 6794 9000 Fax: 91 20 6794 9122 E-mail: tcslcare@tcs.com, Website: <http://www.tcs.com>
Registered Office 9th Floor, Mittal Building, Nariman Point, Mumbai 400 025
Corporate Identification No. (CIN): L32219MH1995PLC004781

Pranati Kulat MBA 2021-2022

RD/3T/1002481416/21-22

Infosys
Navigate your next
December 6, 2021

Ms. Pranati Kulat
Flat No 7, Ashtavinayak Vihar,
Bhoskarwadi, Savedi,
Chemadnagar-414003
India

Ph: +91-8149202069

Dear Pranati,

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: 2021.12.06 19:23:57 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
askan@infosys.com
www.infosys.com

Niyati Ghodke 2021-22

 **UJJIVAN SMALL FINANCE BANK**
Build a Better Life

Date: 24-05-2022

Dear Niyati Prashant Ghodke,

Subject: Your Appointment in the Bank's Service

Congratulations on your selection in Ujjivan Small Finance Bank!

Further to the selection process undertaken by the Bank for the position of **Relationship Manager-Branch Banking** we are pleased to offer you appointment as **Relationship Manager-Branch Banking** subject to the below mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time:

Position Offered	Relationship Manager-Branch Banking
Grade	UIID
Compensation - Annual Fixed Pay (A)	450000
Compensation - Target Variable Pay* (B)	875000
Compensation - Cost to Company CTC (A+B)	1325000
Period of Probation (Months)	3 Months (90 Days)
Place of Initial Posting	West 4450- Ahmednagar, Ahmednagar, Maharashtra, India, (West-SFB)
Reporting to	Senior Branch Head
Date within which you should join the service of the Bank	15-07-2022

Target Variable Pay (TVP)*
For Sales Award earning roles, a maximum of up to 150% of yearly fixed pay will be paid every year based on performance. For Performance bonus earning roles, TVP will be 10% of Total CTC.

The position offered is provisional, subject to:

1. You fulfilling the terms and conditions specified in Annexures A, B, C forming part of this offer letter (the contents in the said Annexures shall be deemed to have been incorporated in this offer letter),
2. You fulfilling all eligibility criteria applicable for the position,
3. You being found medically fit,
4. You submitting the particulars specified in Annexure C hereunder.

If you are currently in the employment of any organization

1. You submitting proper relieving letter and no due certificate issued by the current employer, and
2. Your Universal Account Number (UAN) with the Employees' Provident Fund Organization compliant with Aadhaar particulars, if your existing UAN is not Aadhaar compliant and you shall not fall under the term Excluded Employee within the meaning of Employees' Provident Fund Scheme, 1952, you should make the UAN Aadhaar compliant before the date of joining.

On your date of joining, please report to -. Queries, if any, related to this offer letter may be addressed to: -

If, due to any reasons, you are unable to join the service of the Bank on or before the date mentioned above, the communication in writing stating such reasons should be served on the Bank at least 7 (Seven) working days prior to the scheduled date of joining mentioned above. In the absence of such communication, this offer letter will be treated as revoked on the date mentioned above.

☎ 18002092121 🌐 www.ujjivansfb.in ✉ customercare@ujjivan.com

Head Office and Registered Office: Grape Garden, No. 27, 3rd "A" Cross, 18th Main, 6th Block, Koramangala, Bangalore - 560091, Karnataka
Tel: +91 80 40511211, Fax: +91 82 41402700 CIN: L45110KA2017PLC142782



Kotak Mahindra Bank

April 22, 2022

Dear Rutuja Rathod

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Assistant Manager**, at Grade M1 in our organization at Nashik.

Your annual compensation in terms of fixed cost to company will be INR. 260,000/- (two lakh sixty thousand). A detailed appointment letter will be issued to you, subsequent to acceptance of this offer.

Name	Rutuja Rathod
Designation	Assistant Manager
Role	Acquisition Manager
Function	Acquisition Manager-RL SALES-Sales
State	Maharashtra
With effect from	02-May-22

Compensation Structure					
	Components	P.M.	P.A.	Frequency	Remarks
a. Basic	Basic Salary	12,054	144,650	Monthly	Minimum 40% of Fixed Pay excluding Section d (Insurances Premiums) & Additional HRA (if any). Upto 50% of Basic Salary
b. Housing	House Rent Allowance	3,477	41,724	Monthly	
c. Allowances and Benefits	Fitness Allowance	1,000	12,000	Monthly	Amount paid per month under Health and Fitness related Benefit. You can enter your fitness goals by visiting on Kotak's site: Health to the power infinity
	Statutory Bonus	2,411	28,630	Monthly	Payable as per Payment of Bonus Act
d. Insurances Premiums	Mediclaim		7,080	Annual	This denotes average Premium for covering you and dependents (partner and 2 children) for 4 Lakhs family floater. Additional cover of 2Lakhs for employees post completion of 5 years. You will be covered by default, coverage of the dependents as per your declaration. More details in Kotak Mediclaim Policy. Policy is renewed in April every

Kotak Mahindra Bank Ltd.
CIN: 1651106411985PLC028137

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

T +91 22 66056825
F +91 22 67259071
www.kotak.com

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



OFFER OF EMPLOYMENT

Dear Chaitanya Mulay,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from 4th January 2021.

1. DESIGNATION:
Relationship Manager

2.

REMUNERATION:

Your

Total Compensation Package Yearly (CTC) shall be Indian Rupees

3,36,000/-. This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3.

PROBATION: a) You will be kept on probation period for 90 days from your date of joining. The confirmation of your employment will be subject to your performance and deliverables.

b) Training : You will be kept on training for initial days and your further course of employment will be dependent on clearing the Training.

4.

WORK SCHEDULE: You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5.

PLACE OF POSTING AND TRANSFER: Your initial place of posting will be at **Ahmednagar**. However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch / place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

6.

COMPANY ASSETS: You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the

Sanika Deshmukh

eClerx

Annexure I

Name: Sanika Suhas Deshmukh
Designation: Analyst
Date of Joining: January 04, 2022

SALARY OFFER BREAK-UP	Amount (INR)	Annual Amount(INR)
Basic Pay	8,456	101,472
House Rent Allowance	423	5,076
Leave Travel Allowance	0	0
Other Allowance	3,766	45,192
Bonus	2,800	33,600
Monthly Fixed Compensation	15,445	185,340
Retiral Fund	1,467	17,604
Monthly Total Compensation	16,912	202,944
Annual Total Compensation		202,944
Performance Bonus	1,353	16,236
Cost To Company	-	219,180
Gratuity	-	4,881
Total Cost To Company	-	224,061

- * Since you have opted not to participate in the Employee's Provident Fund Scheme, the Retiral Fund amount mentioned in your salary will be paid as part of Monthly Fixed Compensation.

Other Benefits:

1. You will be entitled to earned leaves equivalent to 24 working days per year. From the total leave balance, a maximum of 12 leaves will be carry forward to next financial year and any further leave balance, after the carry forward, will lapse. The leave policy shall be guided leave policy of the company.
2. All increments and bonus payouts will be prorated basis the date of joining or standard salary changes as per company policy which are contingent on your performance and subject to you being on active payroll of the company, on the date of actual payout. Any Employee serving notice period will not be eligible to receive the increments & bonus pay-outs.
3. You will be entitled to gratuity as per the provisions of the Payment of Gratuity Act 1972 and the amendments made thereafter.
4. A comprehensive Hospitalization Benefit will be available for you, including pre-existing disease cover. The limit of coverage is Rs. 100,000.
5. If you are required to work in the night shift, you will also be entitled to receive a night shift allowance calculated basis the number of nights worked during the month, subject to the terms and conditions laid out in the Company's policy.
6. Language Allowance, if any, will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency.
7. In the event of your voluntary separation from the company within a period of 12 months from your date of relocation / transfer to any of the Company's offices in India (if any), you shall be liable to pay to the Company, all the expense incurred towards movement of household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer.

For any further queries, request you to get in touch with your recruiter or drop an email to below mentioned POC's:

Mumbai and Pune Location - candidates@eclerx.com or contact, Hema Nair (7709052664).

Chandigarh Location - Recruitment_Managers@eclerx.com or contact, Tara Sharma (9780009693)

Pranjal Navgire

eClerx

Date: December 29, 2021

Ms Pranjal Navgire

Ahmednagar
Maharashtra, 414001

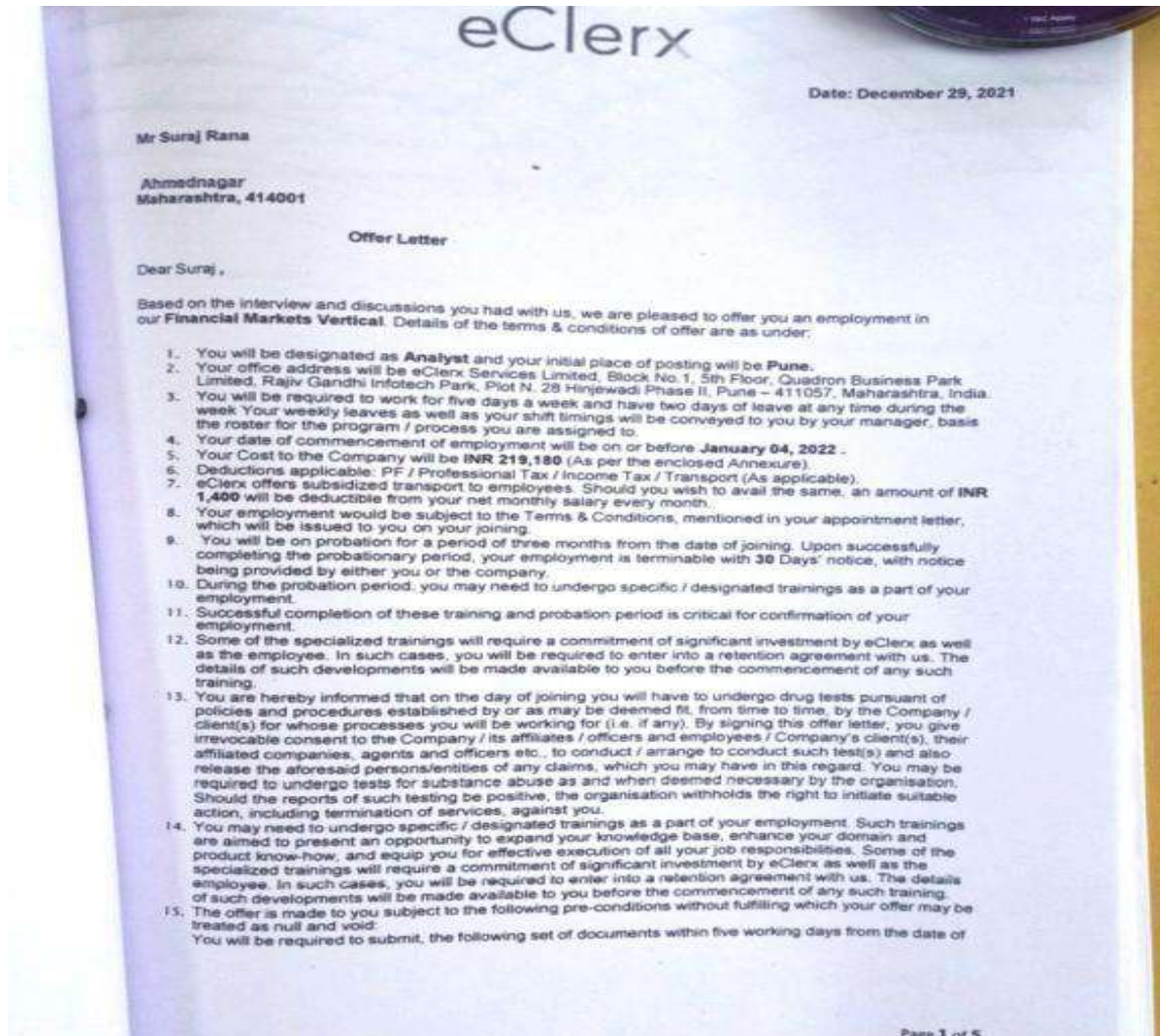
Offer Letter

Dear Pranjal,

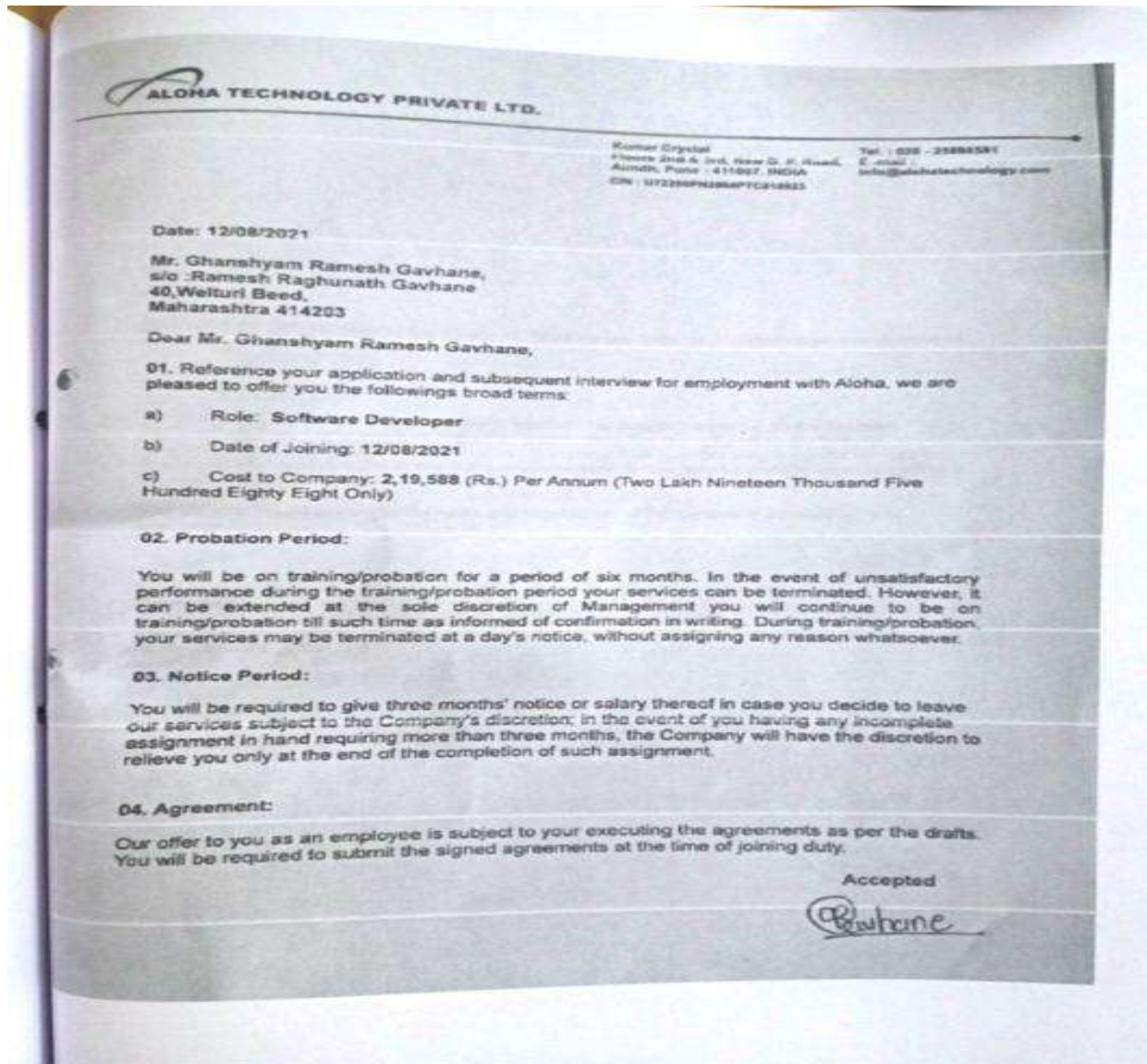
Based on the interview and discussions you had with us, we are pleased to offer you an employment in our **Financial Markets Vertical**. Details of the terms & conditions of offer are as under:

1. You will be designated as **Analyst** and your initial place of posting will be **Pune**.
2. Your office address will be eClerx Services Limited, Block No.1, 5th Floor, Quadron Business Park, Limited, Rajiv Gandhi Infotech Park, Plot N, 25 Hiranewadi Phase II, Pune - 411057, Maharashtra, India.
3. You will be required to work for five days a week and have two days of leave at any time during the week. Your weekly leaves as well as your shift timings will be conveyed to you by your manager, basis the roster for the program / process you are assigned to.
4. Your date of commencement of employment will be on or before **January 04, 2022**.
5. Your Cost to the Company will be **INR 215,180** (As per the enclosed Annexure).
6. Deductions applicable: PF / Professional Tax / Income Tax / Transport (As applicable).
7. eClerx offers subsidized transport to employees. Should you wish to avail the same, an amount of **INR 1,400** will be deductible from your net monthly salary every month.
8. Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.
9. You will be on probation for a period of three months from the date of joining. Upon successfully completing the probationary period, your employment is terminable with **30 Days'** notice, with notice being provided by either you or the company.
10. During the probation period, you may need to undergo specific / designated trainings as a part of your employment.
11. Successful completion of these training and probation period is critical for confirmation of your employment.
12. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us. The details of such developments will be made available to you before the commencement of any such training.
13. You are hereby informed that on the day of joining you will have to undergo drug tests pursuant of policies and procedures established by or as may be deemed fit, from time to time, by the Company / client(s) for whose processes you will be working for (i.e. if any). By signing this offer letter, you give irrevocable consent to the Company / its affiliates / officers and employees / Company's client(s), their affiliated companies, agents and officers etc., to conduct / arrange to conduct such test(s) and also release the aforesaid person/entities of any claims, which you may have in the regard. You may be required to undergo tests for substance abuse as and when deemed necessary by the organization. Should the reports of such testing be positive, the organization withholds the right to initiate suitable action, including termination of services, against you.
14. You may need to undergo specific / designated trainings as a part of your employment. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product know-how, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as the employee. In such cases, you will be required to enter into a retention agreement with us.

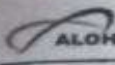
Suraj Rana



Ghanshyam Gavhane MCA 21-22



Sandip Rupnar MCA

 **ALOHA TECHNOLOGY PRIVATE LTD.**

Kumar Crystal
Floors 2nd & 3rd, New D. P. Road,
Aundh, Pune - 411007, INDIA
CIN : U72300MH2004PTC18923

Tel. : 222 - 2588541
E-mail :
info@alohatechnology.com

Date: 20/07/2021

Mr. Sandeep Gahininath Rupnar,
64/2, Dedgaon Road
Near Kokate Wasti
School, Maka, Ahmadnagar Maka,
Maharashtra 414501

Dear Mr. Sandeep Gahininath Rupnar,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

- Role: **Software Developer**
- Date of Joining: **20/07/2021**
- Cost to Company: **2,19,240 (Rs.) Per Annum (Two Lakh Nineteen Thousand Two Hundred Forty Only)**

02. Probation Period:

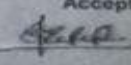
You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever.

03. Notice Period:

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, in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

04. Agreement:

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

Accepted


Radhika Devi MCA

Celeritio Software Pvt. Ltd.

3/4, Vrundavan Commercial Complex,
Near Guru Ganesh Nagar, New DP Road,
Kothrud, Pune - 411038

STRICTLY PRIVATE AND CONFIDENTIAL
Radhika Devi

17th May 2021

Dear Radhika,

Further to our recent discussions, we are pleased to offer you a permanent role with Celeritio Software Pvt. Ltd. ("the Company") on the following terms and conditions:

1. START DATE

Your employment with the Company shall commence on 17th May 2021 ("the Start Date") or such earlier date as is agreed between you and the Company.

2. JOB TITLE

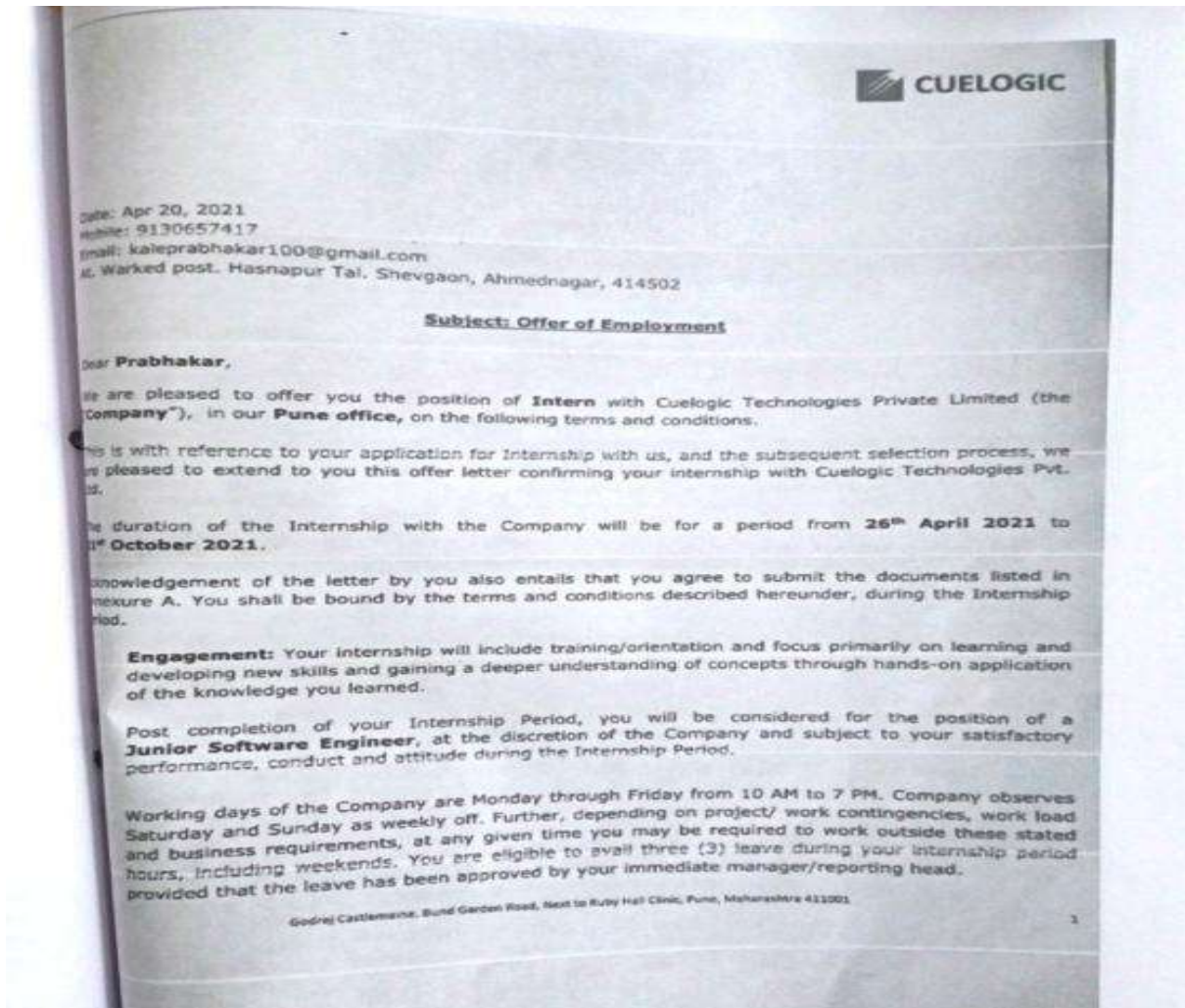
Your official title will be **INTERN** and you will be expected to carry out duties appropriate to this role.

3. PRE-EMPLOYMENT CONDITIONS

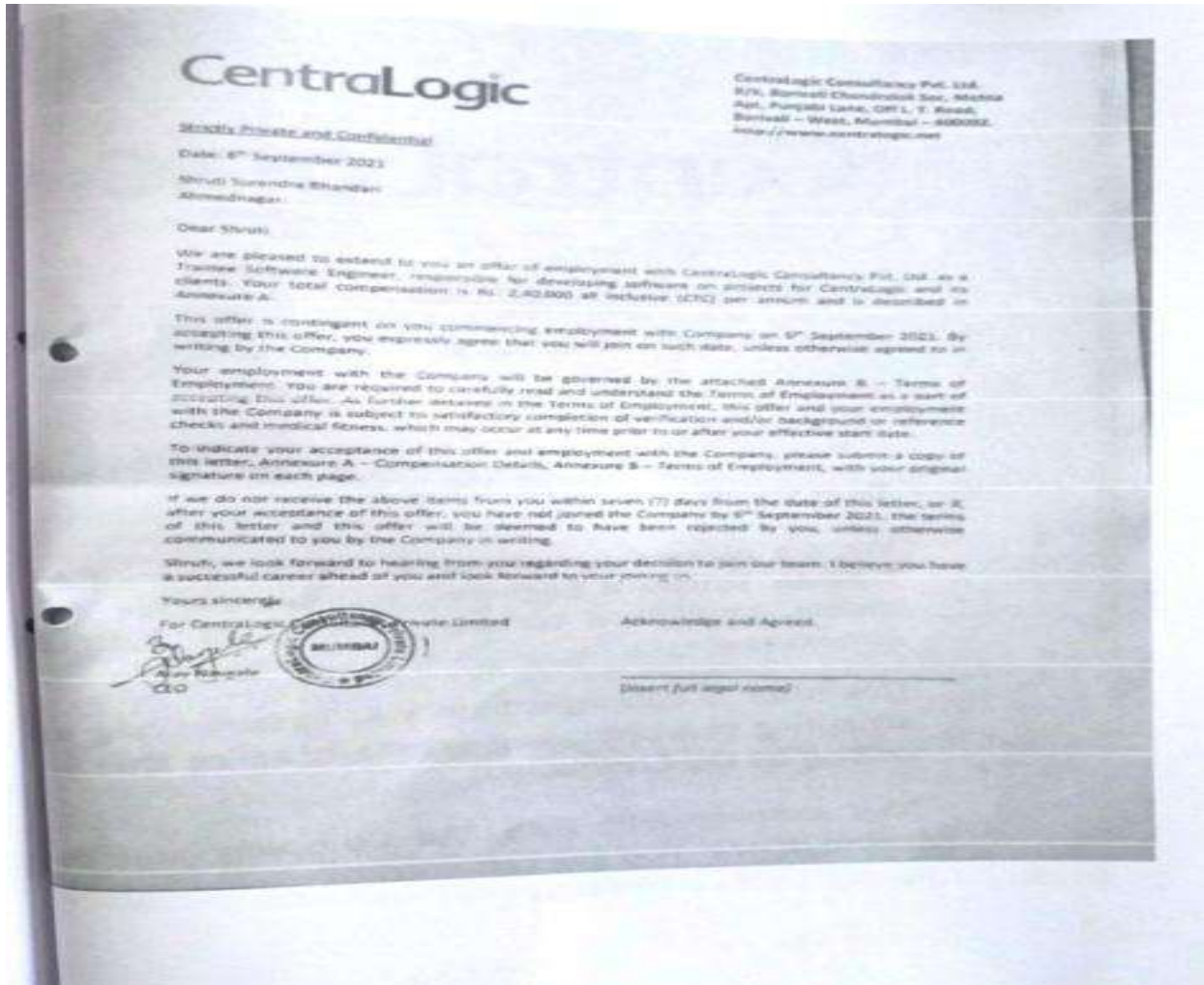
Your employment is subject to and conditional upon:

- a) A pre-employment screening check, including the receipt of references satisfactory to the Company.
 - b) Required regulatory approvals.
 - c) Verification to the satisfaction of the Company of the information that has been provided to the Company in the course of the application process.
 - d) You being (and to continue throughout your employment be) in possession of the necessary permission to live and work in India, and the Company being able to obtain all necessary work and residence permits for you. This includes satisfying the requirements of the government medical check if applicable. Failure to meet these requirements will lead to the withdrawal of your employment offer/termination of your employment.
- Whilst every effort will be made to complete the recruitment procedures before the

Madhuri Prabhakar



Shruti Bhandari



MBA Batch 2020-2021

Sumit Dethé 20-21

Ref: HR/E/02/2018
February 15, 2018

KSPG
Automotive

To
Mr. Sumit Dethé
A/P - Supa, Tal. Parner,
District - Ahmednagar,
Pin-414302

Hello Mr. Dethé,

Apprenticeship under the Apprentices Act 1961

With reference to your application seeking training facility in our company and the subsequent interview you had with us on **12/02/2018**, we are pleased to provide you learning facility as "Apprentice Engineer" under the Apprentices Act, 1961 (Amendment 1986) on the terms & conditions mentioned herein below:

- Your apprenticeship will be for one year, from the date of your reporting at our works i.e. at Plot No. A-1 Supa-Parner Industrial Park, Off: Nagar Pune Highway SH 60 Tal Parner Dist Ahmednagar PIN 414 301, State- Maharashtra (India).
- Your apprenticeship is subject to entering into a contract of apprenticeship with us for undergoing training in designated field. Your apprenticeship will commence on the date of signing of apprenticeship contract.
- Your Apprenticeship is for period of one year from **15.02.2018 to 14.02.2019**. Your apprenticeship will automatically come to an end on **14.02.2019**.
- You will be paid "consolidated stipend and other allowances" as follows:

Sr.No.	Heads	INR/Per Month
1	Consolidated stipend	9,900/-
2	HRA	2,970/-
3	Conveyance	800/-
4	Uniform washing allowance	500/-
- This apprenticeship is not attracting any social securities or benefits like Provident fund, Gratuity etc. However, please note that you will not be entitled for any other benefits other than those specifically mentioned in this letter of Apprenticeship.
- Your apprenticeship is substantially based on the information provided by you, if it is found at any stage that the information provided by you is incorrect or that some information is suppressed then your apprenticeship is liable for summary cessation.
- Your apprenticeship will be governed under the rules and regulations detailed in the Apprentices Act 1961(Amendment 1986).
- This apprenticeship facility does not bestow any right of employment or permanency with the Company.
- You will be required to maintain a daily performance diary, regarding your engagements and achievements of day to day apprenticeship and produce the same to our authorized officers as and when so required.
- Upon completion of your apprenticeship, you will return to the Company all papers and documents which may at any time be in your possession relating to the business or affairs of the Company or any of its associates or branches and will not retain any copies or extract there from.

KSPG Automotive India Private Limited
Registered Office: Gat 380 - Village Takwe Budruk - Taluka Maval - Dist. Pune 412 106 - Maharashtra - India
Govt. Apprenticeship Inspector - Supa
CN-074146PN1006FTE129901 - Tel. +91 2114 668500 - Fax +91 2114 668510 - www.kspg.com

KOLBENSCHMIDT

Prashant Guda 2020-2021

KSPG
Automotive

Ref: KSPG/HR/05/19
May 01, 2019

CONFIDENTIAL

To
Mr. Prashant Guda
Employee No. 381296

Dear Mr. Guda,

Employment confirmation order

Reference: Letter of appointment KSPG/HR/E/11/18/381296 dated November 01, 2018.

Further to the letter of appointment captioned herein above and probation review report received from your superiors, Management is pleased to inform you that you have now completed the requisite probation period satisfactorily and you are confirmed in the services of the Company with effect from May 01, 2019.

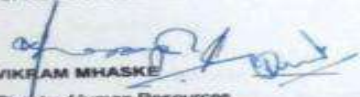
The terms and conditions of your employment with us, except the one regarding probation period, remain the same as mentioned in the letter of appointment reference here in above.

This letter of confirmation is being issued to you in duplicate with a request to return a copy thereof duly signed as a token of your acceptance of the terms and conditions embodied herein.

Thanking you and we are looking forward your fruitful association mutually beneficial in the years to come.

Yours sincerely,

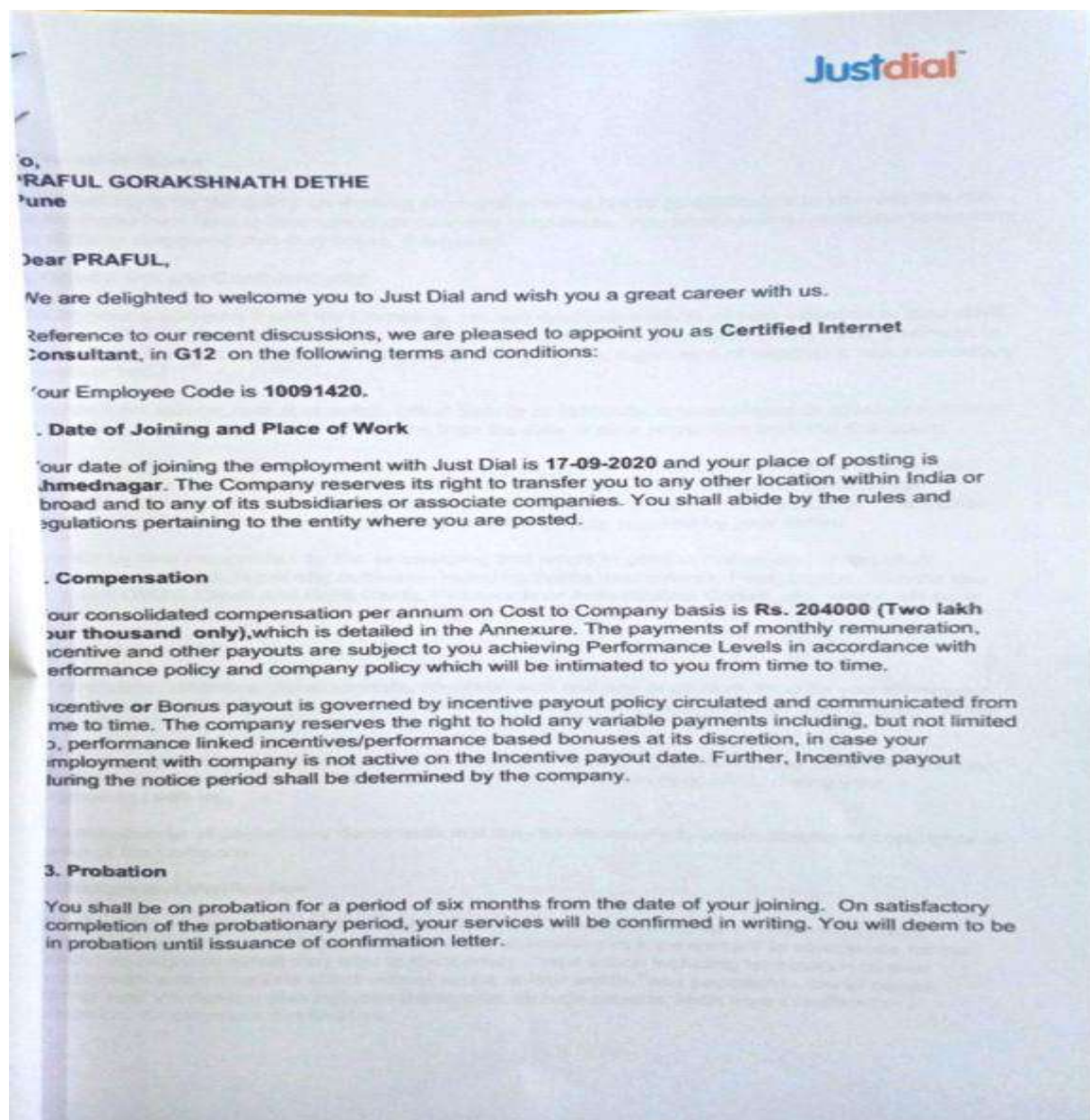
For KSPG Automotive India Private Limited


VIKRAM MHASKE
Director-Human Resources,
Legal Affairs & EHS.

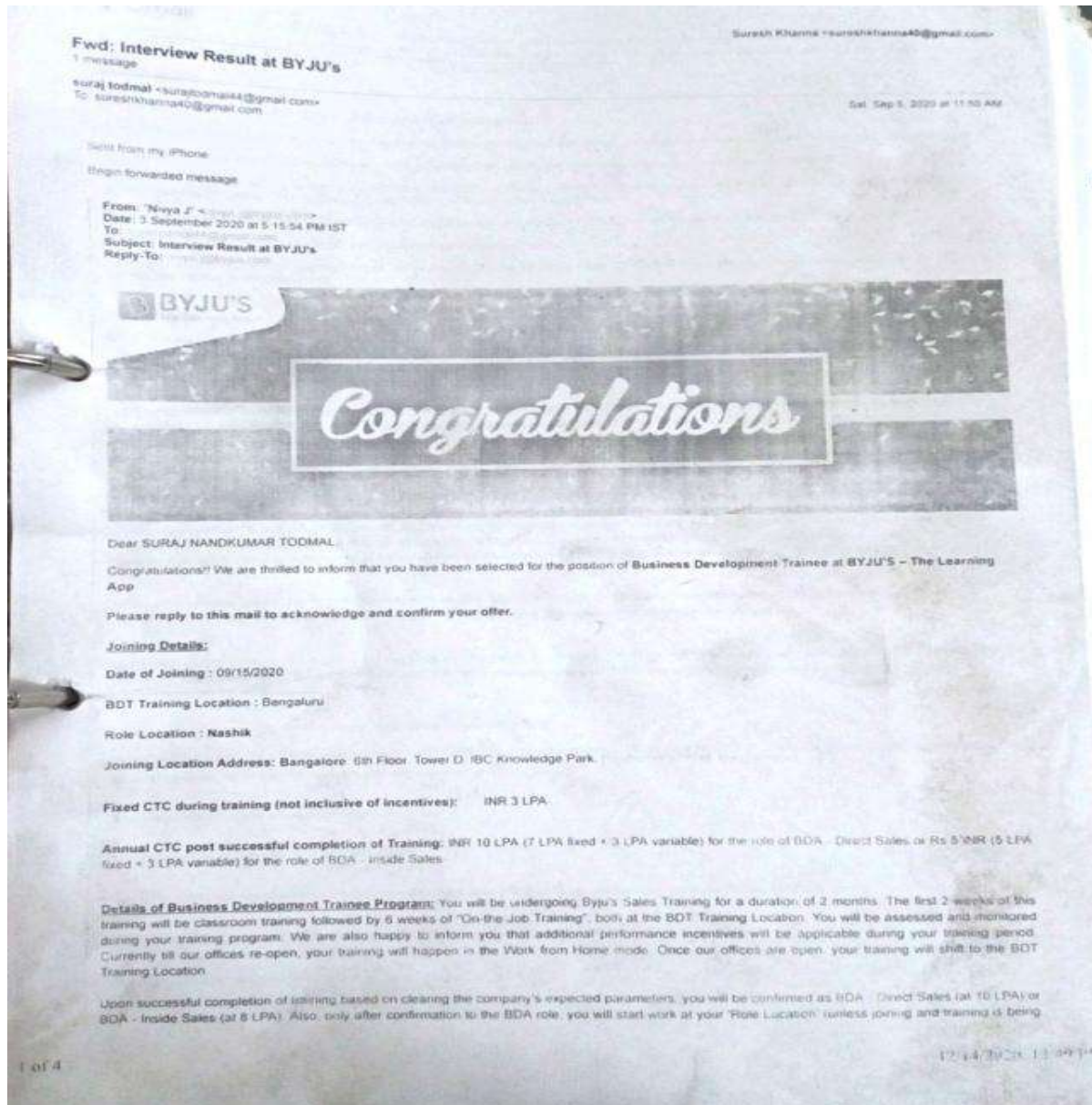
KSPG Automotive India Private Limited
Registered Office: Gat 380 - Village Takwe Budruk - Taluka Maval - Dist. Pune 412 106 - Maharashtra - India
CIN-U74140PN2006FTC29901 Tel. +91 214 307500 - Fax +91 214 307500 - www.kspg.com

 **HOLBENSCHMIDT**

Praful Dethe 2020-21



Suraj Todmal 2020-21



Fwd: Interview Result at BYJU'S
1 message

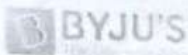
suraj todmal <surajtodmal44@gmail.com>
To: sureshkhanna40@gmail.com

Sat, Sep 5, 2020 at 11:50 AM

Sent from my iPhone

Begin forwarded message

From: "Nivya J" <nivya.j@byju.com>
Date: 3 September 2020 at 5:15:54 PM IST
To: surajtodmal44@gmail.com
Subject: Interview Result at BYJU'S
Reply-To: nivya.j@byju.com



Congratulations

Dear SURAJ NANDKUMAR TODMAL,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee at BYJU'S - The Learning App**

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date of Joining : 09/15/2020

BDT Training Location : Bengaluru

Role Location : Nashik

Joining Location Address: Bangalore 6th Floor Tower D IBC Knowledge Park.

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program; You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' (unless joining and training is being

Date: 6 September 2020

Dear Pramod Jadhav,

Congratulations!! We are thrilled to inform that you have been selected for the position of **Business Development Trainee** at **BYJU'S - The Learning App**.

Please reply to this mail to acknowledge and confirm your offer.

Joining Details:

Date	of	Joining	:	09/15/2020
BDT	Training	Location	:	Bengaluru
Role	Location	:		Nashik

Joining Location Address: Bangalore: 6th Floor, Tower D, IBC Knowledge Park, Banerghatta Road, Bangalore 95

Fixed CTC during training (not inclusive of incentives): INR 3 LPA

Annual CTC post successful completion of Training: INR 10 LPA (7 LPA fixed + 3 LPA variable) for the role of BDA - Direct Sales or Rs 8 INR (5 LPA fixed + 3 LPA variable) for the role of BDA - Inside Sales

Details of Business Development Trainee Program: You will be undergoing Byju's Sales Training for a duration of 2 months. The first 2 weeks of this training will be classroom training followed by 6 weeks of "On-the-Job Training", both at the BDT Training Location. You will be assessed and monitored during your training program. We are also happy to inform you that additional performance incentives will be applicable during your training period. Currently till our offices re-open, your training will happen in the Work from Home mode. Once our offices are open, your training will shift to the BDT Training Location.

Upon successful completion of training based on clearing the company's expected parameters, you will be confirmed as BDA - Direct Sales (at 10 LPA) or BDA - Inside Sales (at 8 LPA). Also, only after confirmation to the BDA role, you will start work at your 'Role Location' (unless joining and training is being held at your role location itself).

Note for candidates confirmed as BDA-Direct Sales: In the unlikely scenario where the Direct Sales Model does not resume in your role location at the end of your Training Program, you will be offered the BDA-Inside Sales (at 8 LPA) role in Bengaluru. You will relocate to your role location as BDA-Direct Sales (at 10 LPA) as soon as the Direct Sales model begins at your role location.

State Street Syntel Services

StateStreet Syntel Ser Pvt Ltd
Block S-5 Plot No. B-1
MIDC Software Technology Park
Talawade Tal - Haveli
Pune-411062, India
Tel: 020-30615000/40701000
CIN No U72200MH2004PTC144362

Date: 25-Jul-2020

Mr Raju Vartale, Plot
No 353, Sector No 21,
Yamunanagar, Nigdi
Pune-411044.

Subject: Employment Letter

Dear Raju,

We are pleased to inform that you have been selected for employment with **StateStreet Syntel Ser Pvt Ltd** as **Officer KPO (E0)**. Your total emoluments are **Rs. 165000/-** per annum and are described in "Annexure A". You shall also be entitled for onetime bonus of Rs 10000/- on completion of 1(one) year tenure with the organization. Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

You will be on probation for a period of 6 months from the date of commencement of your service, which may be further extended at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.

Your employment with the Company is subject to immediate termination if you fail to meet up with the necessary training requirements for the project allocated to you.

Either party can terminate this Employment Letter (Employment Agreement) by providing a written notice period to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the Company. The notice period shall be 30 days during probation period and 45 days on confirmation. The waiver of Notice period, if any, will be at the final discretion of the Company.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

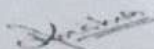
You are requested to report to duty in our office on or before **26-Jul-2017**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A-Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to Syntel family and look forward to a very fruitful association with you.

Yours sincerely,

For StateStreet Syntel Ser Pvt Ltd.



Adarsh Krishna
Head - Global Recruitment Cell

Encl: Annexure A - Remuneration Details; Annexure B - Terms and Conditions of Employment Annexure C - Acceptance Copy.

Ritika Mahesh Talreja

ODA/LOF
11/07/2019

Ms. Ritika Mahesh Talreja
Kharadi, Pune

Subject: Offer Letter for the position of Recruitment Coordinator

Dear Ritika,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you a position of **Recruitment Coordinator** with On Demand Agility Software Pvt. Ltd. Your place of reporting would be **UBS, Pune** and the subsequent date of joining would be **22/07/2019**.

Failure to report on **22/07/2019** will be deemed as No show. And in such an event the offer stands cancelled, and you shall be liable to pay one month's salary to the company as a penalty for the loss suffered by the company.

You shall be paid a total compensation of **INR 3,60,000/ (Rupees Three Lakhs and Sixty Thousand Only)** per annum subject to various deductions as applicable. The details of your gross emoluments are as mentioned in Annexure – B. You are required to submit self-attested copies of all the documents mentioned in Annexure – A of the Offer Letter immediately after the receipt of the offer.

The terms and conditions of the Offer of employment are as follows:

1) Rules and Regulations :

Your service will be governed by the service rules and regulations of the Company, which are in force or which may come into force from time to time as applicable to all the employees of the company.

2) Probation and Confirmation:

You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your employment would be confirmed and intimated to you in writing.

3) Background Checks:

As part of the joining formalities, the company will conduct the background checks to validate the details of education as well as the previous employment details furnished by you. All the required documents have to be submitted before you join the company. The company on your identity will conduct the education and criminal verification. In case of any concerns, the company reserves the rights to ask you for further evidence to substantiate the details that you have furnished. If you are not able to substantiate these details to the satisfaction of the company, the company reserves the right to take necessary action.

On Demand Agility Software Pvt. Ltd.

Regd Office : SCO 43, Old Judicial Complex, Gurgaon - 122001
Phone : +91-124-4028701-51 Fax : +91-124-4028752 Web : www.ondemandagility.com
CIN No. : U72900DL2006PTC152785

Ritika



siddharth 11:23 am

to me, sushilpansare, dhananjaymanvelikar



PF offer from SPPL for HR and Accounts Assistant.

If acceptable to you let me know your joining date.

Gross Salary Per Month	10,500.00
Basic	6,825.00
HRA	1,706.00
Conveyance Allowance	819.00
Medical Allowance	819.00
Education Allowance	200.00
Other Allowance	131.00
Gross Salary Per Month	10,500.00
Deductions	
PF	1,055.00
PT	200.00
ESIC	79.00

Net Salary Per Month	9,166.00
-----------------------------	-----------------

Thanks & best regards ,

Siddharth Bhat

SURAJ PRESSINGS PVT. LTD.

G-31 , MIDC , Ahmednagar-414111

Maharashtra

Phone: 9049800480

E mail : siddharth@surajpressings.com

Web : www.surajpressings.com



Bhagyashree Kulthe 2:01 pm

to siddharth, sushilpansare, dhananjayma... ^



From Bhagyashree Kulthe · bnkulthe123@gmail.com

To siddharth · siddharth@surajpressings.com

Cc sushilpansare@surajpressings.com
dhananjaymanvelikar@surajpressings.com

Date 14 Dec 2020, 2:01 pm

See security details

FLARES SOLAR PV SYSTEMS



A step towards saving Environment

To,
The Director,
IMS, Ahmednagar.

Subject- Campus Placement at the college

Respected Sir,

I Harshal Satav, Director of Flares Solar PV Systems have vacancy at my Company having our Office located in Ahmednagar, Pune & Rahata

Here is the Job Description of the Vacancy we are having-

Post- Business Development Associate

No. of Vacancies- 8 no.s

Experience- Fresher

Responsibility- Lead Generation, Cold Calls, Meeting Prospects, Follow ups

Qualification- BE/ MBA

Job Location- Ahmednagar or (Pune after 2 months of training in Nagar Office)

Job Timing- 10:00 AM to 06:00 PM

Sector- Solar PV Energy

Salary- Rs. 9,000 to 12,000 per month (Probation Period)

Retention- 1 month

Allowance- Petrol

Incentives- Target Based (Up to Rs. 1,00,000 per month)

Training Period- 2 months at Nagar Office (if needed will have to shift to Pune on your own)

Notice Period- 60 days

Pre-requisites- Good Communication Skills, Fluent in English, Confident on Phone Calls, Bike & Laptop

Company Name- Flares Solar PV Systems (Auth. Channel Partner TATA Power)


Company Address- Flares Solar PV Systems, E-606, The Courtyard, Opp. To Tarakpur Bus-stand, Ahmednagar

Contact- 8149196474 / 8686563030

Email Address- contact@flaressolar.com

Website- www.flaressolar.com

I hope you allow us to conduct interview in the college of whoever are interested and fulfil the given above criteria.


Regards,
Harshal Satav
Flares Solar PV Systems

www.flaressolar.com | contact@flaressolar.com | +91 90-8999-8111
Behind Bhansali Honda Showroom, Tal- Rahata, Dist- Ahmednagar, MH- 423107



Offer: Computer Consultancy
Ref: TCSSL/DT20217601398/Pune
Date: 01/04/2021

Mr. Atul Rajaram Kale
Flat No.302, Gurukrupa Apartment Alamgir Road,
Dwarkadhish Colony,
Ahmednagar-414002,
Maharashtra.
Tel# -

Dear Atul Rajaram Kale,

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 ₹3,53,578/- 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
TCSSL/DT20217601398

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune 411 006 India
Tel: 91 20 6608 7777 Fax: 91 20 6608 7107 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

GREEN^{HR} ORANGE

Date of Joining: 01.11.2017

Personal & Confidential

Mr. PRAVIN PARKALE
S/O: MR. RATNAKAR PARKALE

Sub: - Letter of Appointment

With reference to the discussion we had with you, we are pleased to appoint you as **Field Development Assistant** under the following terms and conditions:

1. Commencement Date

Your date of appointment will be effective from NOVEMBER day of: 01st NOVEMBER 2017

2. Salary and Benefits

Your Gross Salary is (RS.10000) subject to deduction of Tax at source.

3. Place of work

Your initial employment location will be **MAHARASHTRA(AHEMADNAGAR)**. However, your services are transferable to any place in the country or abroad or to any of the company's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

4. Working Hours

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

5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of **Field Development Assistant**, as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

6. Probation, Confirmation & Termination

- 1) You will be on probation for a period of **6 (Six) months** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.
- 2) (a) During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's services at any time with 1days prior notice and without assigning any reason. An Employee also bound to provide the company with 1days notice during which period he / she may have to actually work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

(b) Upon confirmation your services are liable to be terminated by the company after Providing you two month's notice or payment of basic salary in lieu thereof

You shall also be bound to provide the company with two months notice prior to Resignation during which period you may have to actually work. The said period Will not be adjustable either against leave or forfeiture of salary

(c) If the emergency of work so require, the company may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the company to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter.

(d) The company will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- You commit any breach of your duties and responsibilities under this contract of service.
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of clause 8 of this appointment letter.

7. Absence without Notice

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

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

8. Non-Disclosure Agreement

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

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

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

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



AHMEDNAGAR AUTO & ENGINEERING ASSOCIATION

Ref: AAEA/18-19/08
Date: 03rd Sept 2018

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Siddhant Raju Darkunde (At. Bahirwadi Post:Jeur Ahmednagar) is working with Ahmednagar Auto Cluster, at G-47/5 MIDC Ahmednagar as a Jr. Account Executive from last 3 years.

This certificate is issued explicit demand.

Yours faithfully,

Vaishali Malvade
Vaishali Malvade
General Manager



केदारेश्वर सहकारी साखर कारखाना लि., सुमननगर

Kedareshwar Sahakari Sakhar Karkhana Ltd., Sumannagar

गाव, ता. शेवगाव, जि. अहमदनगर (महाराष्ट्र) पिनकोड - ४१४ ५०३
२४२९) २४०३३८,

:- kedareshwarsakhar@gmail.com

ए.एन.आर./एस.जी.एन./पी.आर.जी.(अ) /३१(एस)/९० ता.२-२-१९९०

सेवा कर नंबर : २७ अे अे अे एस ४६९९ ई १ झेड ७

AAAAS4699E

Post. Bodhegaon, Tal. Shevgaon,
Dist. Ahmednagar (M.S.) Pin- 414 503
Phone/ 240338

Email:- kedareshwarsakhar@gmail.com

Regd. No. ANR/SGN/PRG(A)/31(S)/90 Dt. 2-2-1990

GST No : 27AAAAS4699E1Z7

PAN Number :- AAAAS4699E

फ.

to.

दि.

Date

KSSK/ADM/367/2018-19

18/09/2018

To
Head Of Department
Management Department,
IMS College,
Ahmednagar

This is to certify that Hrishikesh Pratap Dhakane is working with our organisation Kedareshwar Sahakari Sakhar Karkhana as Expert Board of Director since June 2018

We are issuing this letter on request of Hrishikesh Pratap Dhakane as a Job Letter to be presented at Your institution as a proof of his job at our organisation.


I/C Managing Director
Ramesh Garje



Ref.: FMT/RL/18-19/01

Date: April 1st, 2018

This is to certify that **Mr. Nikhil Mutha** is working with our organization from 1st April 2018 as a **Sales Engineer**.

We are issuing this letter on the specific request of our employee without accepting any liability on behalf of this letter or part of this letter on our organization.

This is for your information.

For Future Mining Tools Pvt. Ltd.

Sandhya

Authorized Signatory

**PLOT NO. C28/2, SUPA, MIDC TAL- PARNER, DIST- AHMEDNAGAR, PIN CODE - 414 301.
Email: sales.fmt.co.in**

गांधी

परंपरेची तेंच झेप नव्या युगाकडे....



GANDHI

Handloom - 3352, Sangam Chowk, Khitst Lane, Ahmednagar. (M.S.). Tel. : 0241-2355355

Readymade - Verdhaman Hieghts, Collector Office Road, Burud Lane, Ahmednagar. (M.S.). Tel. : 0241-2325355

16/09/2018

To,

Respected Sir,

Prof. Dr. Vikram Barnabas.

Your students Vaishnavi Mungel studying in your college pursuing course of MBA 2nd year in 'B' Div. she not able to attend the college and Lectures regularly because she is working as accountant cum cashier in my firm as Gandhi Creation. Ahmednagar.

Thank you.

Yours faithfully,

(Gandhi)

GANDHI CREATION
Khitst Lane, Sangam Chowk,
AHMEDNAGAR (M.S.)-414001
☎(0241) 2325355

Payslip
JUL 2018

MS. PRACHI Rajkumar PATHAK



TATA CONSULTANCY SERVICES

Employee Details		Payment & Leave Details				Location Details		
Emp No.	1543853	Bank Name	Kotak Mahindra Bank Ltd.			Location	Pune Sahyadri Park	
Grade	BPOS UAN	Acc No.	XXXXXXXX5348			Base Br.	TCS - Pune	
PAN	XXXXXXXX975H	Days paid	31			Depute Br.	TCS - Pune	
		Leave Balance	EL	X	SL	X	CL	X
						WON/SWON	2747930	

Earnings	Arrears <small>(INR)</small>	Current <small>(INR)</small>	Deductions	Amount <small>(INR)</small>
Miscellaneous		2,000.00	ESIS Deduction	315.00
Stipend		16,000.00		
Total Earnings (Current + Arrears)		18,000.00	Total Deductions	315.00

Net Pay <small>(INR)</small>	17,685.00
-------------------------------------	------------------

Projected Annual Tax Information			
Annual Income*	1,70,387.00	Net Tax Income r/o	1,30,390.00
Deductions under Sec 16 **	40,000.00	Total Tax Payable	
Chapter VIA relief	0.00	Tax Deducted till date	
		Balance Tax	

* Please Note, Annual Income is after considering the exemption - if any.

** Deduction Under Sec 16 includes Professional tax (if applicable) & Standard Deduction of Rs 40000/-

To

Abdullah Bamar,

Dear Colleague,

Welcome to BNY Mellon!

Thank you for your patience and cooperation all throughout the pre-employment screening process.

We look forward to your arrival on **23rd July 2018** at the below venue:

BNY Mellon International Operations (India) Pvt Ltd
Level 2, Tower 6, - Connect Zone

Cybercity, Magarpatta City, Hadapsar
Pune 411013, India
Telephone: 020-30456000 at **09:30 am** and ask for **Arun Pillai**

Dress Code:
Formals

You are scheduled to attend the New Employee Induction program for 2 days – **23rd & 24th July, 2018 (Monday and Tuesday)**.

Once you start, you will be able to access the Onboarding Resource Centre MySource, BNY Mellon's employee intranet.

From your work computer, just click <http://mysource.bnymellon.net/hr/onboarding/index.html>, and you will see a number of helpful materials. If you have questions or concerns, please contact us at bki_onboarding@bnymellon.com

Onboarding Experience Survey

On your second day of employment you will receive an email to participate in a confidential survey to enhance the recruitment and onboarding experiences of BNY Mellon talent.

To access this survey, click the "MyCareer Portal" link in your invite and use your LDAP credentials to login. We strongly encourage your feedback to this survey and welcome your views.

For transport related queries please call **020-30443061** (For employees who have submitted their complete address proofs)

Once again we are delighted that you have decided to join us and look forward to seeing you on **23rd July, 2018**.

Regards,

Arjun Pillai

Senior Associate, Learning & Performance | Global Talent & Development

Senior Associate, Learning & Performance | Global Talent & Development

Human Resources

Building B, Level 1, Tower S3, Magarpatta City, Hadapsar, Pune – 411013

+1-646-782-5042 | M: +91-9049986240

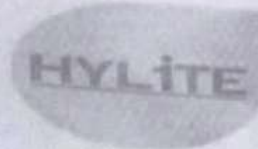
arjun.pillai@bnymellon.com

www.bnymellon.com

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The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not

Hylite Galvanisers Pvt.Ltd.
 Plot No. 10/11, Gat No. 227/228
 Mahalunge, Chakan Talegaon Road
 Dist.Pune ,Chakan-410501
 Mob No:- +919822310072/9820226331
 Email-Chakan@hylite.co.in



Date:25Junc2018

To,
 Mr.Akash Bajirao Atpadkar
 A/P -Pophalli , Tal- Chiplun ,
 Dist. Ratnagiri -405601

Sub: Offer of Appointment as "Sales Executive"

Dear Jayesh,

Further to your application and the subsequent interview you had with us ,We have pleasure informing you that you have been selected for the position of "Sales Executive" for our Chakan Plant - Hylite Galavanisers Pvt Ltd.

It was explained to you during the course of interview that you will be on probationary period of three to Six months from the date of joining and your Confirmation in the services of the company would be subject to your successfully completing the probation period to the satisfactory of the management.

We hereby offer you sum of Rs 2,16,000/- per annum as emoluments on the principle of total cost to the company 'Statutory deductions may. Apply such as profession tax/Income Tax/ or any other deductions may be applicable under the Law,will be effected from gross emoluments. And the net amount derived after such deductions would be paid to you on a monthly basis - Detailed breakup of the CTC along with other Service agreements and terms and condition will be shared toy you once you accept the offer.

You will be required to join the services Immediately.

Please note that this employment offer is subject

You being found medically fit by our Company's Medical Officer/ Advisor.

Authorized Siganture



OFFER LETTER

To,
Chaitanya Gongale,
Aurangabad.

Date: 30.07.2018

Subject: Offer of Employment

Dear Mr. Gongale,

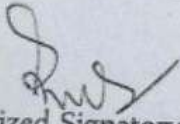
Further to the interviews & subsequent discussions held with you on Dated 30.07.2018. We are pleased to offer you Employment in PPC department in our organization at waluj, Aurangabad.

The offer valid up to date 16.08.2018. The detail letter of appointment will give to you on joining.

As a taken of your acceptance please sign the duplicate copy of this letter and send it to us for record.

We look forward to a long mutually beneficial association.

For Umasons Auto Compo Pvt. Ltd.



Authorized Signatory.

Accept. Will join on.....

Name & Signature.

To

Farhan sayyad .

Dear Colleague,

Welcome to BNY Mellon!

Thank you for your patience and cooperation all throughout the pre-employment screening process.

We look forward to your arrival on **23rd July 2018** at the below venue:

BNY Mellon International Operations (India) Pvt Ltd
Level 2, Tower 6, - Connect Zone

Cybercity, Magarpatta City, Hadapsar
Pune 411013, India
Telephone: 020-30456000 at **09:30 am** and ask for Arun Pillai

Dress Code:
Formals

You are scheduled to attend the New Employee Induction program for 2 days – **23rd & 24th July, 2018 (Monday and Tuesday)**.

Once you start, you will be able to access the Onboarding Resource Centre MySource, BNY Mellon's employee intranet.

From your work computer, just click <http://mysource.bnymellon.net/hr/onboarding/index.html>, and you will see a number of helpful materials. If you have questions or concerns, please contact us at bki_onboarding@bnymellon.com

Onboarding Experience Survey

On your second day of employment you will receive an email to participate in a confidential survey to enhance the recruitment and onboarding experiences of BNY Mellon talent. To access this survey, click the "MyCareer Portal" link in your invite and use your LDAP credentials to login. We strongly encourage your feedback to this survey and welcome your views.

For transport related queries please call **020-30443061** (For employees who have submitted their complete address proofs)

Once again we are delighted that you have decided to join us and look forward to seeing you on **23rd July, 2018**.

Regards,

Run Pillai

BNY Mellon International Operations India Private Ltd.

Head Associate, Learning & Performance | Global Talent & Development

Human Resources

Plot B, Level 1, Tower S3, Magarpatta City, Hadapsar, Pune – 411013

+1-646-782-5042 | M: +91-9049986240

run.pillai@bnymellon.com

www.bnymellon.com

This message is confidential

The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not

DCB /July/2018

18/07/2018

To,
Deepak Samal

Provisional Offer of Employment for a fixed term

Dear deepak ,

We welcome you to join our organization as on the following terms and conditions.

1. Your employment will be valid from 25/07/2018 to 24/07/2019 and will end on expiry of the said period, unless it is specifically extended in writing.
2. During the above-mentioned period, your services may be deputed to 'DCB Bank ' as 'Business Development Officer', to do work pertaining to / incidental to the client's business, at any of their locations with in India.
3. Your CTC will be Rs. 2.80Lac/- per annum.

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

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional letter along with the scanned copy of your PAN card and duly filled Personal Information Form within 24 hours of receipt of this e-mail without which we will not be able to process your salary.

A detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best.

Yours Truly,
Deepak Bangal
Manager - Staffing

(Acceptance Signature)

DCB /July/2018

18/07/2018

To,
Saurabh Sharma

Provisional Offer of Employment for a fixed term

Dear Saurabh Sharma

We welcome you to join our organization as on the following terms and conditions.

1. Your employment will be valid from 25/07/2018 to 24/07/2019 and will end on expiry of the said period, unless it is specifically extended in writing.
2. During the above-mentioned period, your services may be deputed to 'DCB Bank ' as 'Business Development Officer', to do work pertaining to / incidental to the client's business, at any of their locations with in India.
3. Your CTC will be Rs. 2.80Lac/- per annum.

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

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional letter along with the scanned copy of your PAN card and duly filled Personal Information Form within 24 hours of receipt of this e-mail without which we will not be able to process your salary.

A detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best.

Yours Truly,
Deepak Bangal
Manager - Staffing

(Acceptance Signature)

To,
Rohit Kulkarni

11/08/2018

Provisional Offer of Employment for a fixed term

Dear Rohit ,

We welcome you to join our organization as on the following terms and conditions.

1. Your employment will be valid from 25/08/2018 to 24/07/2019 and will end on expiry of the said period, unless it is specifically extended in writing.
2. During the above-mentioned period, your services may be deputed to 'Ujjivan Bank ' as ' Development Officer', to do work pertaining to / incidental to the client's business, at any of their locations with in India.
3. Your CTC will be Rs. 2.50Lac/- per annum.

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

A detailed appointment letter would be sent to you once you fulfill our employment conditions and join duty.

Wishing you the very best.

Yours Truly,
Sheetal Sharma
Manager - Staffing

(Acceptance Signature)

To

Simran Jaggi ,

Dear Colleague,

Welcome to BNY Mellon!

Thank you for your patience and cooperation all throughout the pre-employment screening process.

We look forward to your arrival on **23rd July 2018** at the below venue:

BNY Mellon International Operations (India) Pvt Ltd
Level 2, Tower 6, - Connect Zone

Cybercity, Magarpatta City, Hadapsar
Pune 411013, India
Telephone: 020-30456000 at **09:30 am** and ask for **Arun Pillai**

Dress Code:
Formals

You are scheduled to attend the New Employee Induction program for 2 days – **23rd & 24th July, 2018 (Monday and Tuesday)**.

Once you start, you will be able to access the Onboarding Resource Centre MySource, BNY Mellon's employee intranet.

From your work computer, just click <http://mysource.bnymellon.net/hr/onboarding/index.html>, and you will see a number of helpful materials. If you have questions or concerns, please contact us at bki_onboarding@bnymellon.com

Onboarding Experience Survey

On your second day of employment you will receive an email to participate in a confidential survey to enhance the recruitment and onboarding experiences of BNY Mellon talent.

To access this survey, click the "MyCareer Portal" link in your invite and use your LDAP credentials to log in. We strongly encourage your feedback to this survey and welcome your views.

For transport related queries please call 020-30443061 (For employees who have submitted their complete address proofs)

Once again we are delighted that you have decided to join us and look forward to seeing you on 23rd July, 2018.

Regards,

Arun Pillai

BNY Mellon International Operations India Private Ltd.

Lead Associate, Learning & Performance | Global Talent & Development

Human Resources

Wing B, Level 1, Tower S3, Magarpatta City, Hadapsar, Pune – 411013

T: +1-646-782-5042 | M: +91-9049986240

arun.pillai@bnymellon.com

www.bnymellon.com

This message is confidential

The information contained in this e-mail, and any attachment, is confidential and is intended solely for the use of the intended recipient. Access, copying or re-use of the e-mail or any attachment, or any information contained therein, by any other person is not authorized. If you are not the intended recipient please return the e-mail to the sender and delete it from your computer. Although we attempt to sweep e-mail and attachments for viruses, we do not

TPR/HICDL/1886/2018

May 10, 2018

Mr. Pramod Dasharath Chaher
A/p Walwane Tal Parner
Ahmednagar
Ahmednagar
414301

Dear Pramod Dasharath Chaher

Sub: Employment UNDER FIXED Period Agreement

We are pleased to offer you employment in our organization as an Employee for a fixed period of employment, on the following terms and conditions:

Section One: Deputation:

1. You will be on deputation to the client's office based at Ahmednagar. You will be designated as Sales Executive and will be on deputation from 10.05.2018 to 09.04.2019 to The Client. During your deputation period, you may be deputed to any of their locations from time to time.
2. During the tenure of the deputation, you will continue to be an employee of TalentPro India HR Pvt. Ltd.
3. You will not be an employee of The Client but only on deputation to the The Client. Under no circumstances will you be considered to be an employee of The Client.

Section Two: Rules:

1. In the day to day functioning or carrying out all responsibilities, you will receive instructions from The Client and will undertake to abide by any suggestions given by any assigned person(s).
2. You shall also abide to undergo any training that may be offered to you by the The Client during the tenure of your fixed period.
3. You shall be bound to follow the working hours of The Client.
4. While on deputation to The Client, you shall devote the whole of your workday exclusively to performance of the duties with the The Client.
5. You shall comply with all of the standard/specific security procedures and the drug abuse policy laid down by the The Client.
6. You shall not engage in any act subversive of discipline in the course of your duties for The The Client either within The Client premises or outside.

Section Three: Leave, Compensation & Statutory deductions:

1. You shall be eligible for Leaves including but not limited to Maternity or Paternity Leave and related benefits, as per the Leave Policy laid down by The The Client, in order to effectively implement your services for The The Client.
2. Details of your compensation break up are as per the annexure.
3. You will be covered under the Employees Provident Fund , Employee State Insurance etc. as per the applicability.



4. You will be covered under the Company's Group Personal Accident Insurance Scheme with a maximum coverage of INR 100000 /- ONE LAKH ONLY and Medical Insurance Scheme with a maximum coverage of INR 20000 /- TWENTY THOUSAND ONLY , on completion of 45 Days of your service with us.
5. Your salary / compensation will be subject to applicable tax laws and any other statutory deductions as applicable from time to time.

Section Four: Transfer:

1. During your fixed period of employment, you services are liable to be transferred to or at any location or region in India at the sole discretion of the management in consultation with The Client, without any additional remuneration.

Section Five: Medical:

1. The TalentPro India HR Pvt. Ltd or the The Client reserves the right to require you to complete a medical questionnaire, eye test or undergo a general physical fitness test as a condition of initial employment and if considered necessary, to any future internal transfer to a different post.

Section Six: Certificates / Testimonials:

1. At the time of joining you are required to submit copies of all your past and present academic and career credentials, if applicable, together with two(2) nos. of passport size photographs and one (1) stamp size photograph together with proof of age.

Section Seven: Liability:

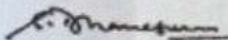
1. You will always maintain in good condition the TalentPro India HR Pvt. Ltd or The Client property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the TalentPro India HR Pvt. Ltd or The Client prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the TalentPro India HR Pvt. Ltd.
2. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the The Client. This arrangement of deputation is purely a contractual agreement between the TalentPro India HR Pvt. Ltd and its Client, for the time specified.

Section Eight: Nondisclosure:

1. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities with the The Client to anyone outside the The Client. You shall use such information only in connection with the service provided to the The Client. You shall not remove any documents or material from the The Client premises without the prior consent and knowledge of the The Client.

Section Nine: Conflict of Interest:

1. During the course of your employment with our TalentPro India HR Pvt. Ltd and while on deputation, you will not engage yourself directly or indirectly in any professional or personal activity which might be considered Prejudicial and Detrimental to the lawful interest of the TalentPro India HR Pvt. Ltd or its Clients, such as Intellectual Property Rights, Trade Secrets, Processes or otherwise considered to be Conflict of Interest. You shall at all times keep the TalentPro India HR Pvt. Ltd informed in writing and in the eventuality of failure to do so the TalentPro India HR Pvt. Ltd shall be at liberty to proceed against you by initiating and prosecuting such civil and criminal action as may be deemed fit and proper including seeking indemnity and damages.



Section Ten: Code of Conduct:

1. You shall perform your duties with honesty, integrity and fairness. You shall act in good faith, responsibly, with due care, competence and diligence, during the term of your employment. You shall act in the best interests of the TalentPro India HR Pvt. Ltd and fulfil your service obligations.
2. You shall not receive/offer, directly or indirectly, any gifts, donations, illegal payments and comparable benefits which are intended or perceived to be intended to obtain business (or uncompetitive) favours.
3. You shall:
 - A. uphold ethical standards of integrity;
 - B. act objectively and constructively while exercising your duties;
 - C. exercise your responsibilities in a bona-fide manner in the interest of the Company;
 - D. ensure undivided time and attention to your professional obligations during business hours;
 - E. refrain from any action/practice that could lead to a loss of your employment;
 - F. ensure that your appearance is neat and groomed at all times when at work.

Section Eleven: Indemnity:


1. You shall be responsible for properly and diligently performing the duties assigned to you, for maintaining the confidentiality the confidential information and trade secrets of The Client and for protecting any property of The Client entrusted to you in the due discharge of your duties. You shall fully indemnify and keep TalentPro India HR Pvt. Ltd fully indemnified against any claim or demand made against TalentPro India HR Pvt. Ltd in this regard. You shall continue to indemnify TalentPro India HR Pvt. Ltd even after the expiry or termination of this agreement against any claim or demand made against TalentPro India HR Pvt. Ltd with regard to any acts or omissions committed by you during your employment with us.

Section Twelve: Validity:

1. The Fixed Period of agreement of employment shall be valid from 10.05.2018 to 09.04.2019 and may be renewed at the discretion of TalentPro India HR Pvt. Ltd. Notwithstanding this, in the event of your assignment coming to an end before the aforementioned period; this agreement shall stand terminated.
2. Further, your employment shall be co-terminus with the termination of the agreement between TalentPro and the client you are deputed to.

Section Thirteen: Validity:

1. This agreement shall be terminable by either party giving thirty days notice in writing or thirty days basic salary in lieu of notice, to the other.
2. Notwithstanding what is stated above, your appointment may be terminated forthwith without any notice or payment of any kind in case of:
 - A. Repeated wilful insubordination or disobedience
 - B. Proven Theft, Fraud or Dishonesty
 - C. Wilful damage or loss of Company's or Client's property
 - D. Striking unlawfully





Bangalore - Mr. Dennis
No. 49/4, 1st Floor, Southern
Side Rama Arcade,
Bowring Hospital Road, Shivaji
Nagar,
Bangalore - 560001
Landline.080 - 41023500

Chennai - Ms. Suja P Gandhi
Briley One, III Floor, No.30,
Ethiraj Salai, Egmore,
Chennai - 600008.
044 42123500

Delhi -
Mr. Yogendra Narayan
No: 803, 804, 8th Floor,
Padma
Tower-2,
Rajendra Place, New Delhi -
110008
Landline 011- 46542500/01/
02

Hyderabad-
Mr. Praveen Chakravarthi
Flat no. 302, house
no.1-8-610/611/302
Airport plaza, Prakash nagar,
Begumbet, Hyderabad -
500016
Landline 040 - 40119944

Kolkata - Ms. Prachi Roy
43A, Tollygunge circular road,
Mahendra Towers, 3rd floor,
Room no. 3f,
Kolkata - 700 053.
Landline. 033 - 24001117 /
24001144

Mumbai - Mr. Swapnil Ghuge
Unit no 807, 8th floor, Lodha
supremus,
Saki Vihar Road Opposite
MTNL off JVLR,
Powai, Mumbai -400072
Landline - 022 - 46123500 / 99

Sub : Statutory benefits reg.

Welcome to TalentPro!

Please find your appointment letter enclosed herewith

As part of the joining formalities, we seek all our associate employees to furnish to the Company certain essential information and submit certain declarations. Besides personal information, submission of the following assumes significance:

Current ESI number and photocopy of the smart card
Unique Access Number - PF
PAN card photocopy
Bank Account Details to facilitate salary credit

The details cited above are essential to any person seeking to secure his/her social security benefits.

This communication is intended not just to complete the formalities at our end but also with a view to help you secure your future.

We request you to complete the forms and furnish necessary details as sought forthwith, failing which the Company may not be in a position to providing timely support to you in securing your Provident Fund and ESI benefits when required.

Non-submission of PAN will entail a flat 20% tax on entire earnings without deduction and hence it is mandatory to provide PAN.

Please note that your providing us with your Bank A/c Details will help us credit salary directly to your account which will be a faster mode than couriering your salary cheques.

The joining kits will be available with your Branch Manager / Supervisor. However if the same is not available readily, you may get in touch with the nearest TalentPro Branch Operations Manager, mentioned herein, who will arrange to have the kit sent to you forthwith.

Thanking you in advance for your cooperation.

Yours truly,

Dhanasekar S
Head-Staffing



KALASHREE CREATIONS PVT. LTD.

4th September 2018.

To,
The Director,
IMSCDR,
Ahmednagar.

This is to inform you that Miss. Kalashree Kamble is working full time from 9:30am to 6:00pm in our company "Kalashree Creations Pvt. Ltd" at the post of Asstt. Manager with the salary of Rs.15,000 per month.

I hope u grant her exemption from her classes for the timings given above.

Thanking you.

Swati Kamble
(Chairperson KCPL)

Pramod Kamble
(Director KCPL)

Miss Match™

3649, M.G. Road, Ahmednagar - 414 001 (M.S.)
+91 (241) 232 2599 | +91 750 712 0002 | +91 902 869 6663
aditya3435@gmail.com

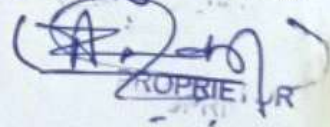
To,
HOD of MBA
IMS College.

Sub:- Not to Attend college regularly cause of some reason

I, Abhay Gandhi doing MBA FY. I am not able to attend lectures daily, cause havin own business and have to look after it. so cause of this reason i am not able to attend lectures. Sir please Give me permission for this.

Your Faith Fully,

Abhay Gandhi


ROBBIE, JR

attend
gs



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20174081711/Pune/BPS/BTN
Date: 19/07/2018

Mr. Santosh Sanjay Raut
Vard No 4 Bus Stand
Hanuman Temple
Shrirampur-413721
Maharashtra
Tel# 91-9011722840

Dear Mr. Santosh Sanjay Raut,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. 11,250/- per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

SL Confidential

TATA CONSULTANCY SERVICES

91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com, website www.tcs.com



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to 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.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

TCSL Confidential

TATA CONSULTANCY SERVICES

TCS House Baveline Street Mumbai 400 001 India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 e-mail: corporate.office@tcs.com website: www.tcs.com



3. Social Security - Employees' State Insurance:
The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:
Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:
Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

6. Process Specific Stipend:
Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

TCSL Confidential

TATA CONSULTANCY SERVICES

TCS House Bayline Street Mumbai 400 001 India

Tel: 91 22 6778 9999 Fax: 91 22 6778 9000 e-mail: corporate.office@tcs.com, website: www.tcs.com

Registered Office: 9th Floor Narimal Building Nariman Point Mumbai 400 021

Ref: HR/E/02/2018
February 15, 2018

KSPG
Automotive

To
Mr. Sumit Detha
A/P - Supa, Tal. Parner,
District - Ahmednagar,
Pin-414302

Hello Mr. Detha,

Apprenticeship under the Apprentices Act 1961

With reference to your application seeking training facility in our company and the subsequent interview you had with us on **12/02/2018**, we are pleased to provide you learning facility as "Apprentice Engineer" under the Apprentices Act, 1961 (Amendment 1986) on the terms & conditions mentioned herein below :

- 1 Your apprenticeship will be for one year, from the date of your reporting at our works i.e. at Plot No. A-1 Supa-Parner Industrial Park, Off: Nagar-Pune Highway SH 60 Tal Parner Dist Ahmednagar PIN 414 301, State- Maharashtra (India).
- 2 Your apprenticeship is subject to entering into a contract of apprenticeship with us for undergoing training in designated field. Your apprenticeship will commence on the date of signing of apprenticeship contract.
- 3 Your Apprenticeship is for period of one year from **15.02.2018 to 14.02.2019**. Your apprenticeship will automatically come to an end on **14.02.2019**.


- 4 You will be paid " consolidated stipend and other allowances" as follows:

Sr.No.	Heads	INR/Per Month
1	Consolidated stipend	9,900/-
2	HRA	2,970/-
3	Conveyance	800/-
4	Uniform washing allowance	500/-

- 5 This apprenticeship is not attracting any social securities or benefits like Provident fund, Gratuity etc. However, please note that you will not be entitled for any other benefits other than those specifically mentioned in this letter of Apprenticeship.
- 6 Your apprenticeship is substantially based on the information provided by you, if it is found at any stage that the information provided by you is incorrect or that some information is suppressed then your apprenticeship is liable for summary cessation.
- 7 Your apprenticeship will be governed under the rules and regulations detailed in the Apprentices Act 1961(Amendment 1986).
- 8 This apprenticeship facility does not bestow any right of employment or permanency with the Company.
- 9 You will be required to maintain a daily performance diary, regarding your engagements and achievements of day to day apprenticeship and produce the same to our authorized officers as and when so required.
- 10 Upon completion of your apprenticeship, you will return to the Company all papers and documents which may at any time be in your possession relating to the business or affairs of the Company or any of its associates or branches and will not retain any copies or extract there from.

KSPG Automotive India Private Limited

Registered Office: Gat 380 · Village Takwe Budruk · Taluka Maval · Dist. Pune 412 106 · Maharashtra · India
Govt Apprentice Engineer - Supa
CIN-U74140PN2006FTC129901 · Tel. +91 2114 668500 · Fax +91 2114 668510 · www.kspg.com

 KOLBENSCHMIDT



1163

Employee Name : Mr. ABHISHEK TIKKAL
Employee No : AS170254
Department : CREDIT CARD-BRANCH CHANNEL
Designation : EXECUTIVE SALES

Date:31-May-19

Dear Mr. ABHISHEK TIKKAL

We welcome you to the family of Quess Corp Ltd.

As informed to you during the Town Hall held, at the time of your re-deployment from M/s. Axis Securities Limited to our company, we confirm the following:-

You are being employed in our organization as EXECUTIVE SALES, with effect from 1st April 2019, on the same terms and conditions as was applicable to you when you were employed with M/s. Axis Securities Limited. In this context, the terms of employment issued by M/s. Axis Securities Limited would continue to be binding on you.

We are also further pleased to inform you that as regards gratuity, your entitlement and services would be reckoned from the date you had originally joined the services of M/s. Axis Securities Limited and for this purpose, your services would be treated as continuing.

Likewise, any outstanding incentive payments that may be due and payable by M/s. Axis Securities Limited for the prior months, would be honored by us post in consultation and receipt of proper inputs from M/s Axis Securities. You will further continue to be entitled to incentive payments on the same terms as was available when you were employed with M/s. Axis Securities Limited.

Upon your acceptance of this communication, you will become an employee of our organization.

We once again welcome you to the family of Quess Corp Limited and look forward to a longstanding mutually fruitful association.

Please confirm your acceptance by signing a copy of this letter.

For M/s Quess Corp Limited

Authorised Signatory

I accept the above terms and conditions as indicated above.

Signature of employee



HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha, Next to Kanjur
Marg Railway Station (East)
Kanjur Marg (E),
Mumbai-400 042

Employee Code : 220642

Personal & Confidential

Date of Joining : Jul 26, 19

Name : ABHISHEK SATTUJI
TIKKAL

Location : Shrirampur

Dear ABHISHEK SATTUJI
TIKKAL,

Further to the interview & discussion you had with us, we are pleased to offer you as Non Life Sales Officer, in TPP-Non Life Executives. (cost code: 332) at branch (966), Shrirampur on the following terms and conditions:

BAND : NLSO.

Basic Salary : 12500.00 Rs. /-pm

HRA : 2500.00 Rs. /-pm

Total : 15000 Rs. /-pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws.

www.hdfcbank.com

Regd. Office : HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Parel (West), Mumbai - 400 013
Corporate Identity No: L65920MH1994PLC080618

Ms. Ritika Mahesh Talreja
Kharadi, Pune

Subject: Offer Letter for the position of Recruitment Coordinator

Dear Ritika,

Congratulations!

Further to your application for employment with us and the subsequent selection process, we are delighted to offer you a position of **Recruitment Coordinator** with On Demand Agility Software Pvt. Ltd. Your place of reporting would be **UBS, Pune** and the subsequent date of joining would be **22/07/2019**.

Failure to report on **22/07/2019** will be deemed as No show. And in such an event the offer stands cancelled, and you shall be liable to pay one month's salary to the company as a penalty for the loss suffered by the company.

You shall be paid a total compensation of **INR 3,60,000/ (Rupees Three Lakhs and Sixty Thousand Only)** per annum subject to various deductions as applicable. The details of your gross emoluments are as mentioned in Annexure – B. You are required to submit self-attested copies of all the documents mentioned in Annexure – A of the Offer Letter immediately after the receipt of the offer.

The terms and conditions of the Offer of employment are as follows:

1) Rules and Regulations :

Your service will be governed by the service rules and regulations of the Company, which are in force which may come into force from time to time as applicable to all the employees of the company.

2) Probation and Confirmation:

You will be on probation for a period of 6 months. During the period of probation your progress will be reviewed periodically. On successful completion of the probation period, your employment will be confirmed and intimated to you in writing.

3) Background Checks:

As part of the joining formalities, the company will conduct the background checks to validate the details of education as well as the previous employment details furnished by you. All the required documents have to be submitted before you join the company. The company on your identity will conduct education and criminal verification. In case of any concerns, the company reserves the rights to ask for further evidence to substantiate the details that you have furnished. If you are not able to submit these details to the satisfaction of the company, the company reserves the right to take necessary

On Demand Agility Software Pvt. Ltd.

Regd Office : SCO 43, Old Judicial Complex, Gurgaon - 122001

Date: 25-Jul-2020

Mr Raju Vartale, Plot
No 353, Sector No 21,
Yamunanagar, Nigdi
Pune-411044.

Subject: Employment Letter

Dear Raju,

We are pleased to inform that you have been selected for employment with **StateStreet Syntel Ser Pvt Ltd** as **Officer KPO (E0)**. Your total emoluments are **Rs. 165000/-** per annum and are described in "Annexure A". You shall also be entitled for onetime bonus of Rs 10000/- on completion of 1(one) year tenure with the organization. Your salary/emoluments shall be kept strictly confidential and you shall not disclose the same to any third party.

Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may at any time be transferred to any of the offices of the Company, its associates, affiliates or organizations with whom the Company has transactions whether the office, subsidiary, associates, affiliates or organizations is in existence today or to be set up hereafter. While every attempt would be made to give you reasonable advance notice of such transfer, however in case of emergency such transfers may be made effective immediately.

You will be on probation for a period of 6 months from the date of commencement of your service, which may be further extended at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.

Your employment with the Company is subject to immediate termination if you fail to meet up with the necessary training requirements for the project allocated to you.

Either party can terminate this Employment Letter (Employment Agreement) by providing a written notice period to the other party. Payment of basic pay in lieu of such notice, to the other party, will be at the sole discretion of the Company. The notice period shall be 30 days during probation period and 45 days on confirmation. The waiver of Notice period, if any, will be at the final discretion of the Company.

Your retention in Company's employment will be subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination as and when considered necessary.

The Company shall conduct a background verification of all records/ references provided by you. Your employment with the Company will be subject to your background check records being clear, satisfactory, and free from ambiguity and in accordance with the policies of the Company prevalent from time to time. The Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

The terms and conditions of the employment are listed in "Annexure B".

You are requested to report to duty in our office on or before **26-Jul-2017**, at **9.30 am** at the following address: **Unit S -4, Training Room No-1, A-Wing, Plot No B-1, Software Technology Park, MIDC Talawade, failing which this employment offer shall be considered null and void.**

Please return the acceptance copy (Annexure C) after affixing your full signature in token of your formal acceptance of the terms and conditions of employment offered herein.

We take this opportunity to welcome you to Syntel family and look forward to a very fruitful association with you.

Yours sincerely,

For StateStreet Syntel Ser Pvt Ltd,



Adarsh Krishna

Head - Global Recruitment Cell

Encl: Annexure A - Remuneration Details; Annexure B - Terms and Conditions of Employment Annexure C - Acceptance Copy.

I accept the employment offer on the stipulated terms and conditions (including Annexure A and B) and shall join the Company

on _____ Date & Signature _____.


Annexure A - Remuneration Details

Name: Mr Raju Vartale
Designation: Officer KPO
Grade: E0

Compensation Components	Monthly (Rs.)	Annual (Rs.)
Salary & Allowances		
Basic Salary	5260	63120
House Rent Allowance	2630	31560
Bonus	2000	24000
Special Allowance	2133	25596
Conveyance Allowance	600	7200
Total Salary & Allowances (A)	12623	151476
Company's Contribution to Provident Fund (PF) (B)	1127	13524
Total Cost to Company (CTC) C = (A+B)	13750	165000

Notes:

- (1) Bonus amount is currently paid on monthly basis and is adjustable against any liability, statutory or otherwise that may arise in the future. The frequency of payment of "Bonus" Component is subject to further modification as per Management Discretion.
- (2) Company's Contribution to PF is @12% and is calculated on the sum of Basic Salary, Special Allowance & Bonus or Rs. 1800/- per month whichever is lower.
- (3) The Salary / allowance structure is liable for modification from time to time and all payments are subject to appropriate taxation as per the Income Tax Laws.
- (4) All payments would be as per company rules & regulations and administrative procedures / regulations. Individual components and amounts against each component may undergo modification from time to time depending on statutory regulations.
- (5) As per the Company policy, you will be covered under a company provided Medical Insurance.


Adarsh Krishna
Head - Global Recruitment Cell

Date: 12/08/2021

Mr. Ghanshyam Ramesh Gavhane,
s/o :Ramesh Raghunath Gavhane
40,Welturi Beed,
Maharashtra 414203

Dear Mr. Ghanshyam Ramesh Gavhane,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

- a) Role: **Software Developer**
- b) Date of Joining: **12/08/2021**
- c) Cost to Company: **2,19,588 (Rs.) Per Annum (Two Lakh Nineteen Thousand Five Hundred Eighty Eight Only)**

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever.

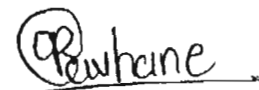
03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

04. Agreement:

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

Accepted



05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

06. Other Terms & 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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

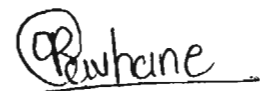
Thanking You

Yours sincerely,
Aloha Technology Pvt. Ltd.



(Authorised Signatory)

Accepted



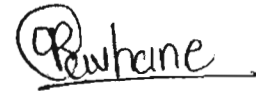
ANNEXURE

Name **Ghanshyam Ramesh Gavhane**

Description	Gross Monthly	Per Annum
Gross Basic	15,200	1,82,400
Gross HRA	760	9,120
Gross Conveyance	0	0
SA	0	0
Gross Salary	15,960	1,91,520
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	519	6,228
Bonus as per Payment of Bonus Act	1,089	13,068
Gratuity as per Payment of Gratuity Act	731	8,772
Total CTC	18,299	2,19,588

*Bonus will be applicable as per the Maharashtra Payment of Bonus Act 1965

Accepted



Strictly Private and Confidential

Date: 4th March 2023.

Aditya Chothe,
Ahmednagar.

Dear Aditya,

We are pleased to extend to you an offer of employment with CentralLogic Consultancy Pvt. Ltd. as a Software Engineer - Trainee responsible for developing software on projects for CentralLogic and its clients. Your total compensation is Rs. 3,45,600 per annum and is described in Annexure A.

This offer is contingent on you commencing employment with Company on 15th March 2023. By accepting this offer, you expressly agree that you will join on such date, unless otherwise agreed to in writing by the Company.

Your employment with the Company will be governed by the attached Annexure B – Terms of Employment. You are required to carefully read and understand the Terms of Employment as a part of accepting this offer. As further detailed in the Terms of Employment, this offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks and medical fitness, which may occur at any time prior to or after your effective start date.

To indicate your acceptance of this offer and employment with the Company, please submit a copy of this letter, Annexure A – Compensation Details, Annexure B – Terms of Employment, with your original signature on each page.

If we do not receive the above items from you within seven (7) days from the date of this letter, or if, after your acceptance of this offer, you have not joined the Company by 15th March 2023, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing.

We look forward to hearing from you regarding your decision to join our team. I believe you have a successful career ahead of you and look forward to your joining us.

Yours sincerely

For CentralLogic Consultancy Private Limited


Ajay Navgale
CEO

Acknowledge and Agreed

Aditya Chothe

Annexure A – Compensation Details

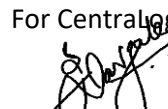
Salary & Benefits

Particulars	Amount (INR)	
	Annual	Monthly
Basic	172800	14400.00
Housing Rent Allowance	86400	7200.00
Education Allowance	2400	200.00
Leave Travel Allowance (LTA)	17280	1440.00
Conveyance Allowance	19200	1600.00
Employer PF contribution	21600	1800.00
Special Allowance	25920	2160.00
Total Salary Cost per month (CTC)	345600	28800.00

Notes:

1. During first 2 months of training, you will receive stipend of Rs. 7,000 per month and after 2 months, you will receive Rs. 28,800 CTC per month (Rs. 3,45,600 per annum CTC)
2. Details of reimbursement would be outlined in the employee handbook.
3. All payments are subject to appropriate taxation.
4. The salary structure is liable for modification from time to time.

For CentralLogic Consultancy Private Limited


Ajay Navgale
CEO

Acknowledge and Agreed

Aditya Chothe



Annexure B – Terms of Employment

1. General

- a. You will be on probation for a period of six months from the date of commencement of your service, which is liable for extension at the sole discretion of the Company. On successful completion of the probation period, your services will be confirmed in writing.
- b. Either party can terminate this employment agreement by providing a written notice. This notice shall be one month during probation and three months thereafter.
- c. Your retention in Company's employment will be subject to your continued medical fitness.

2. Work Related

- a. You will devote full time to the work of CentraLogic Consultancy Private Limited (herein referred as CentraLogic), and shall not undertake any direct/ indirect business / work / assignment etc. even on part-time basis whether for any consideration or not, without the prior written permission from the Company.
- b. You will use your best efforts in the performance of employment duties assigned to you from time to time and, at all times, act in good faith and in the best interests of CentraLogic, you will comply with all rules, regulations and procedures established by CentraLogic.

3. Software Related

You are strictly prohibited from bringing/installing on company provided computer/laptop any unauthorized/ infringed copies of software in the office premises, from any external sources or copying software from one computer system to another which may include any violation of the provisions of the Copyrights Act. Non-compliance of this rule will be regarded as a serious offense and you will be subjected to appropriate disciplinary action.



4. Intellectual Property Rights

- a. You will agree to inform CentraLogic of full details of all your inventions, discoveries, concepts and ideas (collectively called "Developments"), whether patentable or not, including but not limited to, hardware and apparatus, products, processes and methods, formulae, computer programs and techniques, as well as any improvements and related knowledge, which you can conceive, improve, complete, or put in to practice (whether alone or jointly with others) while you continue in the employment of CentraLogic; and which relate to the present or prospective business, work or investigations of CentraLogic; or which result from any work you do using any equipment, facilities, materials or personnel of CentraLogic; or which has or have been developed by you or under your supervision, or which result from or are suggested by any work, which you do or may do for CentraLogic.
- b. The ownership of all "developmental" work and documentation created by you shall from the moments of its creation, vest in CentraLogic. Thus, you agree to assign and do hereby assign to CentraLogic, CentraLogic's nominee, your entire right, title and interest in –
 - All Developments;
 - All trademarks, copyrights and mask work rights in the developments; and
 - All patent applications filed, patents granted on any development, including those in foreign countries, which you conceive or make (whether alone or with others) while employed by CentraLogic or within two (2) years of the end of your employment (if conceived as a result of your Employment)
- c. You acknowledge existence of CentraLogic's present and future products, know how, processes, software products, programs, codes, documentation and flowcharts in any form and agree to abide by the procedures of the Copyright Law in force in India and foreign countries, which prohibits the reproduction of such protected works, in whole or in part, or in any form or by any other means without the prior written permission of CentraLogic.
- d. You will assign to CentraLogic your entire rights, title and interest in any invention or improvement that you make solely or jointly with others, during the course of your employment with CentraLogic relating to any and all products / services / software / software tools marketed or manufactured or developed and that you will perform any acts and execute such documents without expenses to you which, in the judgments of CentraLogic or its attorneys may be needful or desirable to secure to the Company patent protection and any / all rights relating to such invention or improvement.



5. Non-solicitation / Non-compete / Non-diversion

- a. During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, you will not, without the prior written consent of CentraLogic, directly, indirectly, or through any other party solicit business from or perform services for any direct or indirect CentraLogic customer or any prospective CentraLogic customer whom you had any contact with or exposure to, at any time during the term of this Employment Agreement.
- b. During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, you will not, without the prior written consent of CentraLogic, seek engagement or employment, either full-time or contractually with any organization that is likely to deploy you on project / assignment in Offshore or Onsite client engagement where CentraLogic is already working for the same client and where you have been engaged in a project with the client organization for a period exceeding one month. This clause does not apply if a period of one year has already exceeded from the last date of working with the specific client.
- c. During the term of this Employment Agreement and for a period of two (2) years subsequent to the termination of this Agreement, you will not, without the prior written consent of CentraLogic, directly, indirectly, or through any other party solicit, offer to, or accept the employment of, persons who are then, or were during the previous six (6) months, employees of CentraLogic or any CentraLogic subsidiary / associate / affiliate.

6. Confidentiality

- a. In connection with your providing certain products and/or services to CentraLogic and/or on behalf of CentraLogic, you will have access to information concerning CentraLogic and CentraLogic's clients. As a condition to your being given access to such information, you agree to treat any information concerning CentraLogic and/or CentraLogic's clients (whether prepared by CentraLogic, its advisors or otherwise) which is furnished to you by or on behalf of CentraLogic and/or CentraLogic's clients (herein collectively referred to as the "Confidential Information") in accordance with the provisions of this letter and to take or abstain from taking certain other actions herein set forth. The term "Confidential Information" does not include information which (i) is already in your possession, or (ii) becomes generally available to the public other than as a result of a disclosure by you or (iii) becomes available to you on a non-confidential basis from a source other than CentraLogic and/or CentraLogic's clients. The confidential information shall be solely used for the purpose of and on behalf of CentraLogic and you further agree that disclosure of the same shall be with prior permission of CentraLogic.



- b. You agree to promptly redeliver to CentraLogic, upon request, all confidential information including all intellectual property rights, whether registered or unregistered on any tangible media and that you will not retain any copies, extracts or other reproductions in whole or in part of such material. You further agree that breach of this confidentiality letter agreement could cause irreparable harm to CentraLogic and that CentraLogic shall be entitled to any and all injunctive relief, as well as monetary damages, including reasonable attorney fees, for such breach.

7. Arbitration

All disputes or difference what so ever arising between the parties out of or related to this contract or the construction or meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with rules of arbitration of the Indian Merchant Chambers and award made in pursuant thereof shall be binding on the parties.

You or CentraLogic may demand arbitration by giving a written notice to the other party stating nature of the controversy.

8. Governing Law

The validity, constructing, interpretation and performance of this Contract will be governed by Indian Laws and adjudicated upon by a competent Court in Mumbai.

9. Remedies

- a. Notwithstanding paragraph (Arbitration clause), you agree that your failure or neglect to perform, keep, or observe any term, provision, condition, covenant, warranty, or representation contained in this Contract, the confidentiality Contract or any other agreement between you and CentraLogic will cause CentraLogic immediate and irreparable harm and that CentraLogic is, in addition to all other remedies available to it, entitled to immediate injunctive and equitable relief from a court having jurisdiction to prevent any breach and to secure the enforcement of its rights hereunder.
- b. Remedies for damages procuring prior to CentraLogic's knowledge of breach or until action in breach ends and related in any way to the effects of the breach shall include but not be limited to monetary damage, liquidate damage, attorney's fees and other cause related to the action.

10. Others

- a. This appointment is being made in good faith on the basis of your CV/Resume and other information provided by you during the course of CentralLogic and your mutual discussions. Any data, which is not in consonance with the information provided by you, shall result in termination of employment forthwith and you shall indemnify CentralLogic in full, for any losses suffered by CentralLogic. CentralLogic deserves the right to make suitable formal / informal checks with your educational institutions and previous employers as may be applicable. You are requested to produce all the documents as mentioned in checklist attached on your date of joining.
- b. You shall not accept any presents, commissions, or any kind of gratification in cash or kind from any person, party, firm or company having dealings with CentralLogic.
- c. On matters not specifically covered in this Employment Contract, you shall be governed by CentralLogic's service rules, guidelines, practices, etc. which are liable for modifications, additions total or partial withdrawal, suspension / revocation, etc. from time to time. CentralLogic's decision on all such matters shall be final and binding on you.

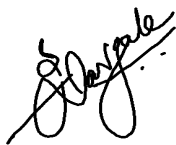
11. Retention

Employee acknowledges that the company is investing significant resources in providing a full-time one-month training program for the benefit of the employee. In consideration of this training, the employee agrees to remain in the employment of the company for a period of minimum 12 months following completion of the training program. Should the employee terminate employment prior to the expiration of this timeframe, the employee agrees to reimburse the company for the full cost of the training program.

12. Severability

If any clause in this agreement is held invalid, illegal or unenforceable for any reason, that provision shall be served and the remainder of the provisions of this agreement will continue in full force and effect as if this agreement had been executed without such invalid provision.

For CentralLogic Consultancy Private Limited



Ajay Navgale
CEO

Acknowledge and Agreed

Aditya Chothe



08-Nov-2021

Dear **Yogesh Balkrishna Shinde**,
B.Sc, Computer Science
New Arts Commerce and Science College, Ahmednagar

Candidate ID – 17361058

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 **Graduate 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 **251,999/-**. This includes an annual target incentive of INR **12,000/-** 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.284,111/-**. This includes an annual target incentive of INR **12,000/-** 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 50% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

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

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship:

- a) Cognizant Internship is for approximately 3 to 6 months based on business skilling requirements. The performance during Internship would be monitored through formal evaluations and rewarded with monthly stipend. The stipend details would be notified upon your registration for Internship.
- b) Interns are covered under Cognizant's calendar holidays and need to adhere with attendance requirements and pre-approvals are to be sought towards unavoidable leave or break requests from the program.

3.2 Continuous Skill Development (CSD) Program:

- a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.
- b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

3.3 GenC Training Post joining:

- a) Cognizant continues to invest in skill building of the entry-level talent and GenC training is a formal on-the-job training offered to trainees based on the business specific skilling needs. The terms and conditions of this training will be governed by Cognizant GenC program guidelines.
- b) The Cognizant Internship or the Continuous Skill Development (CSD) completion may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Yogesh Balkrishna Shinde **Designation:** Graduate Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1475.892857	17,711
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,499
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,499
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		251,999

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

Yogesh Balkrishna Shinde, 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 Yogesh Balkrishna Shinde

Sign: _____

Sign: _____

Name:

Name:



Offer: Computer Consultancy

Ref: TCSL/DT20184180124/Chennai

Date: 21/05/2018

Mr. Hyder Aejez Putthawala
2029, Dawre Lane Ahmednagar,
Parsi Agyari,
Ahmednagar-414001,
Maharashtra.
Tel# 0241-2341191

Dear Hyder Aejez Putthawala,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20184180124

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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 ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

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

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

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TCSL/DT20184180124

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

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

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 50% 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

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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 at any point in time during your employment, 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.

- 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
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- 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.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

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.

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 48 hours, 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	Hyder Aejaaz Putthawala
Designation	Graduate Trainee
Institute Name	Ahmednagar College,University Of Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



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: Computer Consultancy

Ref: TCSL/DT20184264502/Chennai

Date: 15/06/2018

Mr. Chaitanya Sanjay Bharambe
53 Matoshri NivasShahunagar Road,
Navin Gaothan., Kedgaon,
Ahmednagar-414005,
Maharastra.
Tel# 91-7020354487

Dear Chaitanya Sanjay Bharambe,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20184264502

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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 ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

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

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

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

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

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 50% 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.

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

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



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

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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 at any point in time during your employment, 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.

- 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
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- 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.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

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.

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 48 hours, 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



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Chaitanya Sanjay Bharambe
Designation	Graduate Trainee
Institute Name	Ahmednagar College,University Of Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



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: Computer Consultancy

Ref: TCSL/DT20184264502/Chennai

Date: 15/06/2018

Mr. Chaitanya Sanjay Bharambe
53 Matoshri NivasShahunagar Road,
Navin Gaothan., Kedgaon,
Ahmednagar-414005,
Maharastra.
Tel# 91-7020354487

Dear Chaitanya Sanjay Bharambe,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20184264502

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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 ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

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

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

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TCSL/DT20184264502

3

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

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

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 50% 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

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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 at any point in time during your employment, 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.

- 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
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- 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.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

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.

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 48 hours, 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	Chaitanya Sanjay Bharambe
Designation	Graduate Trainee
Institute Name	Ahmednagar College,University Of Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



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: Computer Consultancy

Ref: TCSL/DT20184264502/Chennai

Date: 15/06/2018

Mr. Chaitanya Sanjay Bharambe
53 Matoshri NivasShahunagar Road,
Navin Gaothan., Kedgaon,
Ahmednagar-414005,
Maharastra.
Tel# 91-7020354487

Dear Chaitanya Sanjay Bharambe,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential

TCSL/DT20184264502

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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 ₹7,100/- 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 ₹2,840/- 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 ₹1,400/- 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 ₹1,500/-. 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.

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

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

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TCSL/DT20184264502

3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India

Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 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



benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

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.

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

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 50% 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

Continuous Learning is a way of life in TCSL and forms a critical part of your employment with TCSL. On joining TCSL, you will be given the opportunity to undergo our Initial Learning program (ILP). This formal learning will add value to you as a professional and help you to excel in your career.

Formal assessments will be carried out during your learning period. The weighted average of these evaluations will be a major component of your first appraisal.

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.

You may please note that in the event of your performance during the ILP falling short of the required standard, TCSL reserves the right to either extend your ILP or terminate your services. You will be confirmed at the end of twelve months from the date of joining TCSL. This confirmation will be communicated to you in writing.

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 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 of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

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 at any point in time during your employment, 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.

- 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
- Diploma certificate and mark sheets of all semesters
- Degree certificate and mark sheets for all semesters
- 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.



Please note that failure to produce the prescribed set of documents before completion of your Initial Learning Program would entitle TCSL to withdraw this offer letter.

20. Initial Training Programme

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.

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 48 hours, 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	Chaitanya Sanjay Bharambe
Designation	Graduate Trainee
Institute Name	Ahmednagar College,University Of Pune

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

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.

##Contribution towards Employees' State Insurance borne by TCS.

*** 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	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980



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: Computer Consultancy
Ref: TCSL/DT20195358403/Pune
Date: 13/09/2019

Ms. Aishwarya Sanjay Katariya
12, SurajAnand Nagar, Gulmohar Road,
Savedi,
Ahmednagar-414003,
Maharashtra.
Tel# -

Dear Aishwarya Sanjay Katariya,

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 **ECM (Enterprise Content Management)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,53,569/-** 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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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 ₹11,000/- 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 ₹4,400/- 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 ₹7,640/- 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 TCS Xplore Programme.

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are 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 in spite 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.



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	Aishwarya Sanjay Katariya
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	11,000	1,32,000
Bouquet Of Benefits #	13,457	1,61,480
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	1,320	15,840
Gratuity	529	6,349
Total of Annual Components & Retirals	1,849	30,089
TOTAL GROSS	28,806	3,53,569
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 Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** 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	4,400	52,800
Leave Travel Assistance	917	11,000
Food Card	500	6,000
Personal Allowance	7,640	91,680
GROSS BOUQUET OF BENEFITS	13,457	1,61,480



Annexure 2

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



Offer: Computer Consultancy
Ref: TCSL/DT20207389234/Pune
Date: 10/01/2021

Ms. Nikita Suresh Rajpal
B No 7, Sbi Colony , Premdan Chowk,AhmednagarSavedi Road,
Opp Noble Hosp,
Ahmednagar-414003,
Maharashtra.
Tel# 91-8007870906

Dear Nikita Suresh Rajpal,

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 **₹3,53,578/-** 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

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

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

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- 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 ₹6,000/- 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 ₹1,035/- 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 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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 in spite 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	Nikita Suresh Rajpal
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

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



Annexure 3

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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20207389234/Pune
Date: 10/01/2021

Ms. Nikita Suresh Rajpal
B No 7, Sbi Colony , Premdan Chowk,AhmednagarSavedi Road,
Opp Noble Hosp,
Ahmednagar-414003,
Maharashtra.
Tel# 91-8007870906

Dear Nikita Suresh Rajpal,

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 **₹3,53,578/-** per annum, as per the terms and conditions set out herein. Over and above this, you will also be eligible for Learning Incentives (Readiness Incentive and/or Competency Incentive) basis your performance in TCS Xplore Program which gives you an additional earning potential of upto **Rs.60,000** during the first year. Annexure-1 provides the break-up of the compensation package.

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

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

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TCSL/DT20207389234

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 ₹15,000/- 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 ₹6,000/- 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 ₹1,035/- 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 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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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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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TCSL/DT20207389234

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



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 in spite 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.

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TCSL/DT20207389234

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



(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	Nikita Suresh Rajpal
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578
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	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



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>	



Annexure 3

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 of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Offer: Computer Consultancy
Ref: TCSL/DT20217601398/Pune
Date: 01/04/2021

Mr. Atul Rajaram Kale
Flat No.302, Gurukrupa Apartment Alamgir Road,
Dwarkadhish Colony,
Ahmednagar-414002,
Maharashtra.
Tel# -

Dear Atul Rajaram Kale,

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 **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

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

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

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TCSL/DT20217601398

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- 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 ₹6,000/- 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 ₹1,035/- 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 based on your own ongoing individual performance.

Quarterly Variable Allowance

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

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

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

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

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 expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. 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. 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

Girish V. Nandimath
Global Head Talent Acquisition & AIP



- Encl: Annexure 1: Benefits and Gross Salary
- Annexure 2: List of TCS Xplore Centres
- Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Atul Rajaram Kale
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

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



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.

Offer Letter

Dear ISMAIL KHAN JAFAR KHAN PATHAN,

Welcome to Make Mi Holidays,

I am pleased to offer you employment in the position of Web developer with Make Mi Holidays.

I am eager to have you as part of our team. I foresee your potential skills as a valuable contribution to our company and clients. Your appointment as Web developer will commence on January 2018.

As Web developer, you will be entitled to a monthly starting remuneration of Rs.2.5lakh p.a. You will be on a probation (training) period of three months. As you will be receiving academic certificate for this position, and also you will be paid 5k to 10k as monthly stipend (depends on the basis of performance). Regular performance review will be conducted to assess your performance and suitability. Your continued employment at Make Mi Holidays is dependent on your successful completion of the probationary period. Your salary will be reviewed after a period of 3months and thereafter every 12 months. You will be entitled to all allowances and benefits whatsoever decided by the management.

You shall receive your payment before 5th of every month. Leave and other company policies are decided by the management of the company.

Your signing this appointment letter confirms your acceptance of the terms and conditions and that you would be joining Make Mi Holidays on the given date.

I am looking forward to working with you.

Sincerely,



For MAKE MI HOLIDAYS

Ms. Deepika
H.R. Manager (Head Office)
Make Mi Holidays

CC:-

- **Compensation Team**
- **Corporate HR**



Online Shopi

Office Address, Deal 16 Shop No.5, Atish Apartment, Satbhai Lane, Delhigate,
Ahmednagar 414001 Email - support@deal16.com Web - www.deal16.com Contact No. 8087801616

Offer Letter

Date: 02 July 2018
Ms. Mhaske Archana
Dahigaon, Ahmednagar-414502

Dear Archana,

I am pleased to confirm your acceptance of an internship position as a **Software Developer** in the Deal16. Your first day of the work will be 09 July 2018. Your duties and assignments for this position will be those described to you in your orientation.

This offer is contingent upon completion of document verification, including a completion of employment processing procedures, as well as police verification. Please report to the Human Resources Department at 10 AM on 09 July 2018 with the appropriate documents and completed forms.

We are very pleased that you have decided to join Deal16. We look forward to seeing you on 09 July and offer a very warm welcome.

Sincerely,
For Sai Enterprises Deal16

Kanade.BF

Baban Kanade
CEO

SAI ENTERPRISES Deal16

Proprietor



December 17, 2021

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

Dear Nawale Vijay Babasaheb

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

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e December 20, 2021. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be communicated to the recruiter at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above.
- **Due to the covid19 situation now we are providing virtual joining, you will receive the details of virtual joining process after accepting the offer, in joining mail. So kindly consider that now for same.**
- On your first day of employment, your Onboarding Specialist who will contact and assist you with your virtual joining formalities and others.
- Your reporting address between and after the covid19 situation is First Technology Place, KIADB Export Promotion Industrial Area, Whitefield, Bengaluru, Karnataka 560068

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



Rheal Software (P) Ltd.

Regd. Address: 901 Premium Tower, Lokhandwala Complex, Andheri West, Mumbai INDIA 400 053 CIN No. U72200MH2000PTC125878
www.rheal.com email: info@rheal.com, Tel No 02266982709/10 Fax No 022-66946756

Rohini Digambar Wagh

02nd August 2018

Dear Rohini Digambar Wagh,

We have pleasure in employing you / appointing you as an employee in our organization. Your designation will be **Trainee Programmer Analyst** under the following terms and conditions:

- Your salary will be Rs. 18,000/- per month.
- You will be on probation for a period One Year. If your performance isn't satisfactory, your services will be terminated during the probation period. You will be notified three weeks prior to the conclusion of this probation period or earlier if found so.
- Your confirmation will be subject to satisfactory performance during the probationary period.
- Your compensation package shall subject to all applicable taxes and withholdings.
- Your tentative joining date will be 07th January 2019.
- All material produced (software, graphical work, etc.) created while under employment with us is deemed proprietary property of **Rheal Software (P) Limited** You are not to disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us.
- As part of your employment / consultancy, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and method of dealings with its customers and employees and you also will develop relationships of special trust and confidence with the Company's customers and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees. So long as you are in the employment or consultancy of the company, you will at all times, observe in respect of any technical, trade or business data or any information that might come to your knowledge or possession, which according to the company, are necessary to be held confidential and form valuable property of the company. You will not disclose them without authority of the company; you shall not make them available to anyone
- You shall, at no time (even after you have terminated your employment), directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company with) or provide any software engineering, consulting or programming services to any client of the Company (regardless whether or not you personally dealt with that party during your employment) directly or indirectly through another entity created in India or in the country of the client or to any customer directly or indirectly

Office Address: 101 VIP Plaza, Off New Link Road, Andheri (W), Mumbai 400 053



Rheal Software (P) Ltd.

Regd. Address: 901 Premium Tower, Lokhandwala Complex, Andheri West, Mumbai INDIA 400 053 CIN No. U72200MH2000PTC125878
www.rheal.com email: info@rheal.com, Tel No 02266982709/10 Fax No 022-66946756

(or end-user of any customer) of the Company for which or for whose benefit you provided services during your employment. Also you will not directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment even after you have terminated your employment. While you are in employment with us, you will not undertake any other employment or assignment either on full or part-time basis, nor divulge the trade secrets or any other information related to the Company or act in any manner that would be detrimental to the overall interest of the Company

- You shall carry out the duties entrusted to you diligently, honestly and faithfully and shall not at any time take full or part-time employment anywhere nor shall you do any business directly or indirectly while in the employment of the Company. Your performance shall be reviewed periodically and you shall provide reports concerning your work activities from time to time as requested.
- You will devote full time to the work of the company and shall not undertake any Direct/ Indirect Business or work, Honorary or Remunerative, except with the written permission of the Company.
- On confirmation (applicable to employees only), you will be entitled to Sick/Casual/Privilege Leave as per applicable rules.
- Your employment will be subject to termination of two months' notice on either side. The management reserves the right to terminate your services by giving two months' notice or two months' emoluments in lieu thereof. Should you wish to leave the services of the company, you shall give two months' notice in writing to the Company, **failing which Management reserves the right to withhold any dues owed to the employee. A security deposit in the form of 5% of the salary every month will deducted for the first year. In case, you do not comply with the above clause, you will forfeit your right to these funds. In the event of prior two months' notice (or a mutual agreed notice) given by you, this security deposit will be refunded to you at the time of termination of services. Further, if no notice is given or a unilateral notice is given, then you will also lose any salary that is due for that current month and the company will not be liable to give you any experience letter in that case.**
- You will be under training for the first six months of your employment and on successful completion of the training, you will be assigned to projects as the Company deems fit. You are required to continue in the services of the company for a period of 18 months, after the completion of your 6 months training period. In case you decide to leave the services of the company before the completion of the 24-month period from the date of joining, the Company reserves the right to withhold any and all dues owed to you, including your Salary and security deposit. Further, in such a case, the company will not be liable to issue any experience letter to you.
- You shall maintain proper discipline & dignity of your office and shall deal with all matters with sobriety.
- You shall keep and maintain in your safe custody such books, registers, documents and other papers as may be issued to you or come in your possession and shall return same when required.

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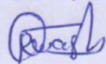
- If during the period of employment / consultancy with us you achieve any invention, process improvement, operational improvement or other process/ methods likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all the rights to the company for the purpose of seeking any patent rights in respect thereof or for any other purpose.
- Upon leaving the employment / consultancy of the company, you will not take with you any drawing, blueprint or other reproduction or other data, tables, calculations, letter or other documents or any other writing of any nature whatsoever pertaining to the business of the company or any of its subsidiaries.
- The appointment and its continuance are subject to your being found and remaining medically (physically and mentally) fit. The company reserves the right to ask you to undergo medical examination, if when, considered necessary.
- You will assign the Company right, title and interest in any invention or improvement that you might make solely or jointly in the course of your relating to the products /services marketed, based, developed and you will perform any act, execute such documents without expenses to you which, in the judgment of the company, may be needful or desirable to secure to the company Patent protection and any / all rights relating to invention or improvements.
- You will conform to the Service Rules of the Company.
- Your assignment is liable to be terminated forthwith in the event of violation of any of our above clauses and you will be liable for consequential compensation, that may be payable to us.

Please return the duplicate of this letter duly signed, in token of your acceptance of the terms and conditions of assignment.

Thank you.

Yours sincerely,
For RHEAL SOFTWARE (P) LTD.

Authorised Signatory

accepted


Office Address: 101 VIP Plaza, Off New Link Road, Andheri (W), Mumbai 400 053



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Rohit Bhagchand Thawani

02nd August 2018

Dear **Rohit Bhagchand Thawani**,

We have pleasure in employing you / appointing you as an employee in our organization. Your designation will be **Trainee Programmer Analyst** under the following terms and conditions:

- Your salary will be Rs. 18,000/- per month.
- You will be on probation for a period One Year. If your performance isn't satisfactory, your services will be terminated during the probation period. You will be notified three weeks prior to the conclusion of this probation period or earlier if found so.
- Your confirmation will be subject to satisfactory performance during the probationary period.
- Your compensation package shall subject to all applicable taxes and withholdings.
- Your tentative joining date will be 07th January 2019.
- All material produced (software, graphical work, etc.) created while under employment with us is deemed proprietary property of **Rheal Software (P) Limited** You are not to disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us.
- As part of your employment / consultancy, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and method of dealings with it's customers and employees and you also will develop relationships of special trust and confidence with the Company's customers and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees. So long as you are in the employment or consultancy of the company, you will at all times, observe in respect of any technical, trade or business data or any information that might come to your knowledge or possession, which according to the company, are necessary to be held confidential and form valuable property of the company. You will not disclose them without authority of the company; you shall not make them available to anyone
- You shall, at no time (even after you have terminated your employment), directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company with) or provide any software engineering, consulting or programming services to any client of the Company (regardless whether or not you personally dealt with that party during your employment) directly or indirectly through another entity created in India or in the country of the client or to any customer directly or indirectly



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Sagar Kumarrao Ajage

02nd August 2018

Dear Sagar Kumarrao Ajage,

We have pleasure in employing you / appointing you as an employee in our organization. Your designation will be **Trainee Programmer Analyst** under the following terms and conditions:

- Your salary will be Rs. 18,000/- per month.
- You will be on probation for a period One Year. If your performance isn't satisfactory, your services will be terminated during the probation period. You will be notified three weeks prior to the conclusion of this probation period or earlier if found so.
- Your confirmation will be subject to satisfactory performance during the probationary period.
- Your compensation package shall subject to all applicable taxes and withholdings.
- Your tentative joining date will be 07th January 2019.
- All material produced (software, graphical work, etc.) created while under employment with us is deemed proprietary property of **Rheal Software (P) Limited** You are not to disclose, solicit or pass on any information/work produced that you may have had access to during your tenure with us.
- As part of your employment / consultancy, you will acquire or develop confidential and proprietary information concerning the Company and its dealings and method of dealings with it's customers and employees and you also will develop relationships of special trust and confidence with the Company's customers and employees (collectively, "Confidential Matter"). You agree that such Confidential Matter is for the Company's exclusive benefit and that both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the Company or its customers and employees. So long as you are in the employment or consultancy of the company, you will at all times, observe in respect of any technical, trade or business data or any information that might come to your knowledge or possession, which according to the company, are necessary to be held confidential and form valuable property of the company. You will not disclose them without authority of the company; you shall not make them available to anyone
- You shall, at no time (even after you have terminated your employment), directly or indirectly solicit the business of (or otherwise deal in a manner adverse to the Company with) or provide any software engineering, consulting or programming services to any client of the Company (regardless whether or not you personally dealt with that party during your employment) directly or indirectly through another entity created in India or in the country of the client or to any customer directly or indirectly

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Sagar

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(or end-user of any customer) of the Company for which or for whose benefit you provided services during your employment. Also you will not directly or indirectly solicit the services of (or otherwise deal in a manner adverse to the Company with) any employee of the Company or induce such employee to terminate his or her employment even after you have terminated your employment. While you are in employment with us, you will not undertake any other employment or assignment either on full or part-time basis, nor divulge the trade secrets or any other information related to the Company or act in any manner that would be detrimental to the overall interest of the Company

- You shall carry out the duties entrusted to you diligently, honestly and faithfully and shall not at any time take full or part-time employment anywhere nor shall you do any business directly or indirectly while in the employment of the Company. Your performance shall be reviewed periodically and you shall provide reports concerning your work activities from time to time as requested.
- You will devote full time to the work of the company and shall not undertake any Direct/ Indirect Business or work, Honorary or Remunerative, except with the written permission of the Company.
- On confirmation (applicable to employees only), you will be entitled to Sick/Casual/Privilege Leave as per applicable rules.
- Your employment will be subject to termination of two months' notice on either side. The management reserves the right to terminate your services by giving two months' notice or two months' emoluments in lieu thereof. Should you wish to leave the services of the company, you shall give two months' notice in writing to the Company, failing which Management reserves the right to withhold any dues owed to the employee. A security deposit in the form of 5% of the salary every month will deducted for the first year. In case, you do not comply with the above clause, you will forfeit your right to these funds. In the event of prior two months' notice (or a mutual agreed notice) given by you, this security deposit will be refunded to you at the time of termination of services. Further, if no notice is given or a unilateral notice is given, then you will also lose any salary that is due for that current month and the company will not be liable to give you any experience letter in that case.
- You will be under training for the first six months of your employment and on successful completion of the training, you will be assigned to projects as the Company deems fit. You are required to continue in the services of the company for a period of 18 months, after the completion of your 6 months training period. In case you decide to leave the services of the company before the completion of the 24-month period from the date of joining, the Company reserves the right to withhold any and all dues owed to you, including your Salary and security deposit. Further, in such a case, the company will not be liable to issue any experience letter to you.
- You shall maintain proper discipline & dignity of your office and shall deal with all matters with sobriety.
- You shall keep and maintain in your safe custody such books, registers, documents and other papers as may be issued to you or come in your possession and shall return same when required.

Office Address: 101 VIP Plaza, Off New Link Road, Andheri (W), Mumbai 400 053

Rajeev

Rheal Software (P) Ltd.

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www.rheal.com email: info@rheal.com, Tel No 02266982709/10 Fax No 022-66946756

- If during the period of employment / consultancy with us you achieve any invention, process improvement, operational improvement or other process/ methods likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all the rights to the company for the purpose of seeking any patent rights in respect thereof or for any other purpose.
- Upon leaving the employment / consultancy of the company, you will not take with you any drawing, blueprint or other reproduction or other data, tables, calculations, letter or other documents or any other writing of any nature whatsoever pertaining to the business of the company or any of its subsidiaries.
- The appointment and its continuance are subject to your being found and remaining medically (physically and mentally) fit. The company reserves the right to ask you to undergo medical examination, if when, considered necessary.
- You will assign the Company right, title and interest in any invention or improvement that you might make solely or jointly in the course of your relating to the products /services marketed, based, developed and you will perform any act, execute such documents without expenses to you which, in the judgment of the company, may be needful or desirable to secure to the company Patent protection and any / all rights relating to invention or improvements.
- You will conform to the Service Rules of the Company.
- Your assignment is liable to be terminated forthwith in the event of violation of any of our above clauses and you will be liable for consequential compensation, that may be payable to us.

Please return the duplicate of this letter duly signed, in token of your acceptance of the terms and conditions of assignment.

Thank you.

Yours sincerely,
For RHEAL SOFTWARE (P) LTD.

Authorised Signatory

Accepted
10/08/2018
Bajaje



Celeritio Software Pvt. Ltd.

3/4, Vrundavan Commercial Complex,
Near Guru Ganesh Nagar, New DP Road
Kothrud, Pune – 411038

STRICTLY PRIVATE AND CONFIDENTIAL

Radhika Devi

17th May 2021

Dear Radhika,

Further to our recent discussions, we are pleased to offer you a permanent role with **Celeritio Software Pvt. Ltd.** ("the Company") on the following terms and conditions:

1. START DATE

Your employment with the Company shall commence on **17th May 2021** ("the Start Date") or such earlier date as is agreed between you and the Company.

2. JOB TITLE

Your official title will be **INTERN** and you will be expected to carry out duties appropriate to this role.

3. PRE-EMPLOYMENT CONDITIONS

Your employment is subject to and conditional upon:

- a) A pre-employment screening check, including the receipt of references satisfactory to the Company.
- b) Required regulatory approvals.
- c) Verification to the satisfaction of the Company of the information that has been provided to the Company in the course of the application process.
- d) You being (and to continue throughout your employment be) in possession of the necessary permission to live and work in India, and the Company being able to obtain all necessary work and residence permits for you. This includes satisfying the requirements of the government medical check if applicable. Failure to meet these requirements will lead to the withdrawal of your employment offer/termination of your employment.

Whilst every effort will be made to complete the recruitment procedures before the

commencement of this Agreement, this may not be possible and the Company may terminate your employment at any time by giving one week's notice (if you have been employed for 1 month or more) or immediately (if you have been employed for less than one month) if either your references or other recruitment procedures are not completed to our satisfaction.

4. JOB DESCRIPTION

Your duties and functions will include, but are not limited to, providing software development and



Harjai Computers Pvt. Ltd.

303, Advent Atria, Chincholi Bunder Road, Malad (W), Mumbai - 400 064.
Tel.: (+91-22) 4055 6300 • Fax : (+91-22) 2873 7077
E-mail : contactus@harjai.com • Website : www.harjai.com



Appointment Letter

HCPL / PGT / 10 / 2019

17th October, 2019

To,
Ms. Pratiksha Gorakshanath Thorat
At/Post-Wadgaon Pan, Tel-Sangamner,
Wadgaon, Ahmadnagar, Maharashtra - 422605.

Dear Ms. Pratiksha Gorakshanath Thorat

Subject: Position of Software Engineer

With reference to your application and subsequent interview you had with us, we have pleasure in offering you the above position in our Company on the following terms and conditions.

1. Remuneration:

Your remuneration will be as per the details given in Annexure-I to this letter.

2. Effective Date of Appointment:

Your appointment shall be effective from the date of your joining the Company, which, however, shall not be later than 21/11/2019.

3. Period of Probation:

You will be on probation for a period of Fifteen (15) days from the date of your joining. This period of probation will be liable to be extended for a further period of Fifteen days at the sole discretion of the Management. During the said probation period (including the extended period, if any), and thereafter you will serve in the Company in such capacity as the Management may, in their assessment of the nature and load of work, determine from time to time.

During the tenure of the said probation period (including the extended period, if any), the Management shall have the right to terminate your services without giving you any prior notice or assigning any reasons thereof.

4. Place of Work:

a) You will form a part of the Members of Staff of the Company's establishment located in Mumbai (in the State of Maharashtra) and hence your employment with us will be regulated under the appropriate Statutory enactments / rules, framed/laid down by the Government of Maharashtra and as made applicable from time to time to the employees belonging to your category as defined in such statutory rules and regulations.

b) You may be posted on need basis or based on work exigencies, to such place or places within India or out of India, as the Management may from time to time decide at their sole discretion for the purpose of carrying out official assignments including rendering services to our clients located all over the country as well as places outside of India.

5. Hours of Work:

You will be employed as the whole time employee of the Company. Your working hours may be regulated/specified from time to time by the Management. Further your schedule of work may be altered, modified and/or regulated to suit the administrative convenience and the exigencies of work and for which you will not be entitled to any element of additional remuneration or time off.

ISO 9001 : 2015 Certified Company

6. Duties and Obligations.

a) You shall, as an employee of Harjai Computers Pvt. Ltd., conduct yourself with decorum and shall honestly and efficiently discharge all duties and functions pertaining to your employment as also such other duties entrusted by the Management through any duly authorized member of the Management Team.

b) You shall comply with all lawful orders and directives issued by your designated Supervisors/Manager, consistent with all the rules, regulations and stipulations of the Company for the time being in force and that might be introduced from time to time in future.

c) You shall devote productively the whole of your time exclusively to carry out the duties and assignments entrusted by the Company and you shall not engage yourself, directly or indirectly, without the prior consent in writing of the Company, in any business or activities which the Company in its sole discretion consider as contrary to or inconsistent with the duties and obligations stated herein and which the Management in their judgement deem prejudicial to the interests of the Company.

d) You shall not take up, directly or indirectly, any employment or service or assignments on behalf of third parties or on your own behalf. Also you shall not engage privately in any type of activities of commercial nature unless specifically authorized in writing by the Management of the Company to do so.

e) You shall inform the Company at once of any act of dishonesty and or any action prejudicial to the interest of the Company on the part of any person and which may come to your knowledge.

f) You should be aware that in the event a project-in-hand extends beyond the initially estimated time-frame, and the Company or their clients require you to remain on that project for an extended period of time to ensure unimpeded progress of that project, you shall remain on such assignment for the extended duration specified by the Company or their clients. In this connection, you should appreciate that the company is required to provide, through their designated employees, uninterrupted and reliable services to their clients. Hence, it would be necessary for you to remain on client assignment/project for a minimum uninterrupted duration of 12 months.

g) You shall neither assign nor pledge to third parties any financial or other benefits to which you are entitled to under the terms of this contract.

h) You shall ensure that the details and particulars of your compensation package are treated and maintained as strictly confidential information of the Company. The Management strictly discourages any discussions (or disclosure of any element) of your compensation package with anyone except your Department Head or HR Manager. Non-compliance of this stipulation will be construed as breach of terms of your employment contract with us and for which the Management will be at liberty to take strict disciplinary action against you. You should also be aware that your remuneration package is formulated by taking into account your unique profile and hence the information therein shall not be open for comparison with that of any other employee.

i) You shall not accept or undertake to accept either directly or indirectly without the prior knowledge of the Management, any gifts, commission, or favours of any kind whatsoever related with your work which, in the opinion of the Management, is prejudicial to the interest of the Company or against their avowed business ethics.

j) You should be aware that the Management attaches a great deal of importance to sustaining their hitherto established goodwill in the related business circle and also avoiding any kind of losses of Company resources. Hence it is essential for every employee of the Company to put in conscious and disciplined efforts to perform / discharge his duties directed towards achieving, inter alia, the said two goals of the Company with due care, acumen and responsibilities so as to avoid any possible cause leading to damage/loss to Company's assets, revenue and good will, since any efforts to establishing, post-event, the reasons for such losses becomes cumbersome, cost intensive and, more often than not, counterproductive.

Roosia

Sheet

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7.

Termination

a) Your employment with us is liable to be terminated without assigning any reasons whatsoever, by giving you 15 days notice in writing in that behalf, or by paying you an amount equivalent to 15 days' salary in lieu of such notice period and upon expiry of such notice or upon such payment being made by the Company, as the case may be, your employment with the company shall forthwith cease.

b) in the event you wish to resign from the services of the Company, you shall do so only after completing a minimum of 730 days of service with the Company and that too by giving 90 days prior notice in writing in that behalf and also after having completed conclusively the projects handled by you, duly supported with Certificate of Completion or relevant NOC (No Objection Certificate), in writing, from the concerned Project-in-Charge.

In the event of your leaving the employment with the Company without giving the notice as aforesaid, you shall pay to the Company an amount equivalent to three months of your immediate last drawn salary. However the decision to accept such payment in lieu of notice period shall rest solely with the Company.

c) Notwithstanding what has been stated in sub-clauses 7(a) and 7(b) hereof, the Company may terminate your employment forthwith without giving any notice whatsoever or without payment in lieu thereof in case of any act of disobedience, indiscipline, insubordination, incivility, insobriety, dishonesty, irregular attendance, or other serious misconduct or negligence on your part, or any incompetence displayed in the discharge of your duties, or the breach on your part of the terms of your employment, or if you become bankrupt or you are adjudged insolvent or on your compromising with your creditors. In such eventualities, the judgement of the Company as to whether any of the events mentioned therein has occurred shall be final and binding on you and you shall not be entitled to question the same on any ground whatsoever.

d) This offer of appointment is made on the basis of information and other documents / records furnished by you in support of your past services elsewhere. If at anytime it is revealed that the employment with us has been obtained by furnishing untrue, misleading, partial information or by with-holding or suppressing material information, the Company will be at liberty to terminate your services at any time without any notice.

8: Actions upon Termination of Employment:

a) Upon termination of your employment with the Company for any reasons whatsoever, you shall immediately:

i) Hand over your charge to such person or persons as may be authorized by the Company on that behalf;

ii) Surrender to the Management or their authorized representative, all official business documents in your possession such as blue prints, reproduction of any data tables, calculation sheets, diaries, notes, pamphlets or books, and correspondence either addressed to you by the company or received by you for and on behalf of the Company, and also all items of use belonging to the Company such as Software, data carriers, and any other documents, records, property and effects of the Company that may be in your possession/custody pertaining to or connected with the business of the Company, or their clients or of any of the Company's subsidiaries, associates or affiliates. Further, if required by the Management to do so, surrender such documents and items at any time even during the tenure of employment with Company.

b) Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments the amount towards any claims that the Company may have against you either under the terms of your employment or any other supplementary contractual commitments.

Rosta

[Handwritten Signature]

(9) Miscellaneous:

(a) The failure of the Company to assert any claim or right, against you, hereunder, on any one or more instances shall not constitute a waiver of such claims or rights with respect to future performance of such obligations and any other obligations under this letter of appointment.

b) The rights and obligations of the Company and your rights and obligations created, in particular with this letter of appointment, is in effect, but not limited to, transfer of intellectual property, proprietary rights, confidentiality, non-competition, non-solicitation and non-interference will sustain indefinitely the termination of this letter of appointment and such rights and obligations shall be binding upon permitted assigns, successors and legal representatives.

c) Note- Annexure-II embodies the document "Non-disclosure and Proprietary Rights Agreement" which forms an integral part of this letter of appointment.

d) All notices under this letter of appointment / Agreement shall be in writing and be deemed as served to the respective addresses if sent by Registered Post. In the case of the Company the proper address is the Registered office of the Company. And in your case it is your last known address as recorded in our H. R Department Records. In establishing service of such correspondence, it shall be sufficient to show that such Notices were properly addressed and posted.

e) The Company shall have the right to add, to modify, to alter or abrogate from time to time any terms of the employment including remuneration and perquisites, and such changes will be communicated to you by individual letter or by Circular.

f) The Company's entire liability towards you is limited to the salary and reimbursement of expenses, if any, legitimately payable.

g) You shall comply with all State and local laws and rules & regulations pertaining to the performance of this agreement and those governing the employment.

We are forwarding this letter in duplicate, and request you to kindly return to us the duplicate copy duly signed and dated by you in token of your acceptance of the aforesaid terms and condition of employment as soon as possible or at least by close of office hours on 21/11/2019 failing which this offer will stand withdrawn.

On the day of your joining our organization, please submit originals plus photocopies of all your certificates along with copies of your Pan Card & Aadhar Card. The originals will be returned to you immediately after verification, preferably on the same day. Please also submit two passport size photographs.

In case you require any clarification please contact the undersigned.

Please note that once you acknowledge acceptance of this offer, you are bound by all the above terms and conditions of the contract. In the event of your failure thereafter to join the Company and honour the contract, the Company may initiate such action against you as deemed suitable or as advised.

Keate
For and on behalf of
Harjai Computers Pvt. Ltd.

I accept the aforesaid terms and will join the duty on 1-11-2019

Name: *Pratiksha Thorat*
Place: *Pune*

Signature: *[Signature]*
Date: *31-10-2019*



ANNEXURE - 1

Appointment Letter No. HCPL / PGT / 10 / 2019

17th October, 2019

The details of your remuneration are as given below

Basic Salary	Rs.	12,764.00
House Rent Allowance	Rs.	6,382.00
Advance Statutory Bonus Payment	Rs.	2,400.00
<u>Salary Per Month</u>	Rs.	21,546.00
Provident Fund Contribution By Company Per Month	Rs.	1,532.00
ESIC Contribution By Company Per Month	Rs.	622.00
<u>Gross Cost to the Company per month</u>	Rs.	23,700.00
<u>Gross cost to the company per annum</u>	Rs.	284,400.00

(Rs. Two Lakh Eighty Four Thousand Eight Hundred Only.)

N B : All other allowances and reimbursements approved by client shall be paid only after receiving from client.

* IMPORTANT:- The particulars of the remuneration herein stated and the policies underlying the same, constitute an important part of our Company's Strictly Confidential Information shared between the employer and the employee concerned only. Any part of these particulars SHALL NOT BE DISCLOSED to any other person/persons or any outside entity. For any clarification regarding individual item/items of remuneration, the employee concerned shall approach the Manager- H.R., who may explain the same in a personal (one-to-one) discussion only."

Reasta

(Authorised Signatory)

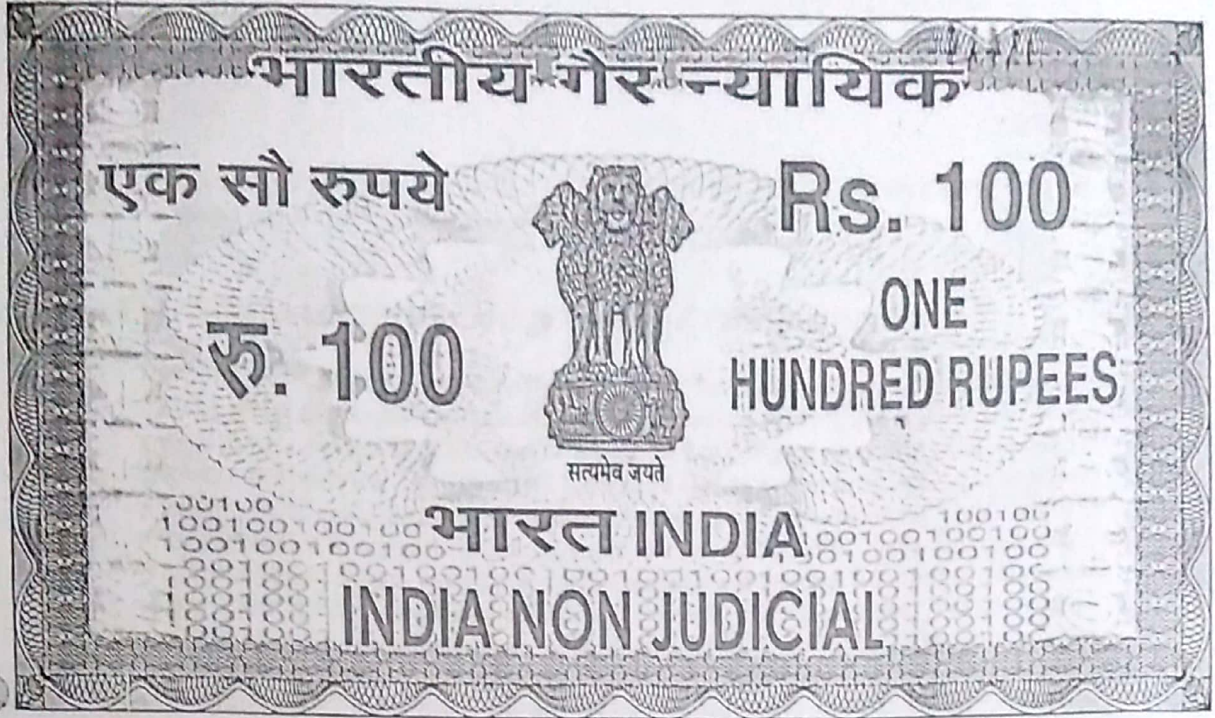
Date : 17/10/2019

Employee *Shroet*

Date : 31-10-2019

	Net Salary		
	Gross	21546	
	PF	1532	
	PT	200	
	ESIC	144	
	NET Take Home	19670	
	TDS will be deducted as per prevailing Law		
	I understood my above Salary Structure		
	Signature		
	Name : Ms. Pratiksha Gorakshanath Thorat		

Pratiksha



महाराष्ट्र MAHARASHTRA

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VT 670526

प्रधान मुद्रांक कार्यालय, मुंबई.
प.म.वि.क्र. ८०००००७
- 1 OCT 2019
सक्षम अधिकारी

EMPLOYEE NON-DISCLOSURE &
PROPRIETARY RIGHTS AGREEMENT

श्री. दि. क. गवत

THIS AGREEMENT is made this 17th October, Two Thousand Nineteen Between M/s. HARJAI COMPUTERS PVT. LTD., having its registered office at S-3 / 3-4 Sunder Nagar Shopping Centre, S.V. Road, Malad (West), Mumbai 400 064, India (here in after called the "EMPLOYER" or the "COMPANY") which expression unless it be repugnant to the meaning or context thereof shall include its successors and assigns as also any firm, person, company, subsidiary to or affiliated with or the Associates of the Company) of the ONE PART

AND

Ms. Pratiksha Gorakshanath Thorat, aged: 22 years, Daughter of Mr. Gorakshanath Maruti Thorat, residing at Au/Post-Wadgaon Pan, Tel-Sangamner, Wadgaon, Ahmadnagar, Maharashtra - 422605, having Passport No: NA, Issued at: NA, On: NA and Expiring on: NA, Pan Card No: BQCPT9510M (hereinafter called the "EMPLOYEE" or "the said EMPLOYEE") Of The Other Part:

WHEREAS

The employee is in the employment of the Company as per the letter of appointment dated 17th October, Two Thousand Nineteen.

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- ii It is agreed by and between the EMPLOYER and the EMPLOYEE that the EMPLOYER and the employee shall enter into this presents:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES as follows:

1. The EMPLOYEE shall maintain in confidence and will not disclose or use, either during or after the term of this employment, without the prior express written consent, of the EMPLOYER, any proprietary or confidential information or know-how belonging to or in the possession of the EMPLOYER (termed as "PROPRIETARY INFORMATION"), whether or not it is in written or permanent form, except to the extent required to perform duties on behalf of the EMPLOYER in the EMPLOYER'S capacity as an employee of the COMPANY. Such PROPRIETARY INFORMATION includes, but is not limited to, technical and business information with relation to the EMPLOYER's inventions or products, research and development, finance, clients, marketing and future business plans. The PROPRIETARY INFORMATION also includes information belonging to clients and suppliers of the COMPANY, which may have been disclosed to the EMPLOYEE in his capacity as an EMPLOYEE and / or by virtue of the EMPLOYEE'S status as an EMPLOYEE of the COMPANY.
2. All "EMPLOYER'S MATERIALS" such as records, books, plans, formulae, letters, notes, reports, drawings, photographs or other documents or compilations, or other recorded matter, and copies or reproductions thereof, relating to the EMPLOYER'S operations, activities, or business or briefs in respect of any such or other documents (relating in any way to the affairs of the Company), made or received by the EMPLOYEE during the tenure of his employment, or / and shall remain the EMPLOYER'S exclusive property, and the EMPLOYEE will keep the same at all times in the EMPLOYER'S, custody and subject to its control. Upon termination of employment of the EMPLOYEE , or at the request of the EMPLOYER during the tenure of the EMPLOYEE'S services, or upon his / her ceasing to be in the EMPLOYER's employment for any reason whatsoever, the EMPLOYEE will deliver to the EMPLOYER or written and tangible material in possession of the EMPLOYEE including the PROPRIETARY INFORMATION and all other information incidental to the EMPLOYER'S MATERIAL.
3. All past and current work done by the EMPLOYEE for the EMPLOYER relating to and in respect of the COMPANY'S product in any form leading to the conception, design, development or support of products and services for the EMPLOYER is and shall continue to remain the sole and exclusive property of the EMPLOYER and not of any third party. In this connection the EMPLOYEE will promptly disclose and describe to the EMPLOYER all inventions, improvements, discoveries, technical developments, and works of authorship, whether or not patentable or copyrightable, which the EMPLOYEE conceives, reduces to practice, or author, solely or jointly with others, relating in any way or useful to the EMPLOYER'S business as presently conducted or as conducted at any future time during the EMPLOYEE'S tenure of employment shall be termed as "WORK PRODUCT". The EMPLOYEE hereby assigns to the EMPLOYER, the entire right of the EMPLOYEE to the entire WORK PRODUCT, by which the said WORK PRODUCT is and shall remain the sole and exclusive property of the EMPLOYER. The EMPLOYEE shall not make the WORK PRODUCT available to others without the prior written permission of the EMPLOYER during or following the term of employment of the 'EMPLOYER' upon his / her ceasing to be in the company's employment for any reason whatsoever.

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4. Any discovery or invention or secret process or improvement in procedure made or discovered by the EMPLOYEE while in service of the company in connection with or in any way affecting the work relating to the business of the EMPLOYER or capable of being used or adopted therein or in connection therewith shall forthwith be disclosed to the EMPLOYER and shall belong to and be the absolute property of the EMPLOYER.
5. The EMPLOYEE further agrees to cooperate with the EMPLOYER or its designees, both during and upon his / her ceasing to be in the Company's employment for any reason whatsoever (after the term of employment of the EMPLOYEE), in the procurement and maintenance of the EMPLOYER's rights in WORK PRODUCT, including but not limited to, patents and copyrights. The "EMPLOYEE" shall sign all papers, which the EMPLOYER may deem necessary and desirable for vesting the EMPLOYER or its designees with such rights. The "EMPLOYEE" will keep and maintain adequate and current written records of all WORK PRODUCT in the form of notes, sketches, drawings, or reports related to said WORK PRODUCT, which records shall be and continue to remain the sole property of the EMPLOYER and be available to the EMPLOYER at all times.

Further, the employee agrees that during the tenure of his employment with the Company or anytime after leaving the Company's employment, voluntarily or otherwise, shall not use the Company's official email id, logo, letter-head, and / or any other medium of communication in the Company's name to send / receive / broadcast any personal messages / views / feedback or any other type of direct / indirect / oblique messages related to the EMPLOYER and its business, either personally or through a third party acting as his spokesman or agent.

6. There is no other contract or duty on the "EMPLOYEE'S" part now in existence (a) to assign WORK PRODUCT or (b) that is inconsistent with the AGREEMENT, unless a copy or description thereof is attached hereto and the "EMPLOYEE" has initialed in the following space: _____ (Initial only if other agreement or description attached). The "EMPLOYEE" will not disclose or induce the EMPLOYER to use or bring onto the EMPLOYER'S premises any confidential information or material that the "EMPLOYEE" is or shall become aware of and which belongs to any other than the EMPLOYER. During employment of the "EMPLOYEE" by the EMPLOYER, the "EMPLOYEE" shall not accept or engage himself directly or indirectly (a) in any employment, consulting, or other activity inconsistent or incompatible with obligations of the "EMPLOYEE" to the EMPLOYER, including, without limitation, the terms of the AGREEMENT or (b) in any business competing with the EMPLOYER'S business as presently conducted or as conducted at any future time during employment of the "EMPLOYEE".
7. The "EMPLOYEE" acknowledges that obligations and promises of the "EMPLOYEE" under this AGREEMENT are of a unique and intellectual character, which gives them a particular value. A breach of any of the promises or agreements contained herein will result in irreparable and continuing damage to the EMPLOYER and his business for which there will be no adequate remedy at law, and the EMPLOYER shall be entitled to injunctive relief and / or a decree for specific performance, and such other relief as may be proper (including monetary damages if appropriate).
8. "The EMPLOYER'S" employment may be terminated at any time, with or without cause by the EMPLOYER. However such termination shall not affect the EMPLOYER'S rights or the

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[Signature]

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"EMPLOYER'S" obligations under this AGREEMENT. This AGREEMENT represents the entire understanding between the "EMPLOYEE" and the EMPLOYER as to the subject matter hereof. This AGREEMENT may not be modified except in a signed written agreement by authorized representatives of the "EMPLOYEE" and the "EMPLOYER". The AGREEMENT shall inure to the benefit of successors and assigns of the EMPLOYER, and shall be binding on the "EMPLOYER'S" heirs and legal representatives.

9. The waiver by the EMPLOYER of a breach of any provision of this AGREEMENT by the "EMPLOYEE" shall not operate or be construed as a waiver of any other or subsequent breaches by the "EMPLOYEE". If any provision of the AGREEMENT is held to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

10. Non-competition and Non-solicitation:

10.1 Non-Competition during Employment. During employment with the EMPLOYER, the "EMPLOYEE" shall not, directly or indirectly, engage or participate in any business that is in competition with the business of the EMPLOYER

10.2 Covenant Not to Compete after Termination of Employment. The "EMPLOYEE" promises and agrees that for a period of one year after the termination of this agreement, The "EMPLOYEE" will not engage in competition with the EMPLOYER by working directly or indirectly for any clients or vendors (including potential clients) of the EMPLOYER.

10.3 Solicitation of Employees. The "EMPLOYEE" will not solicit any of the EMPLOYER's Employees for a competing business or otherwise induce or attempt to induce any employee to terminate employment with the EMPLOYER, directly or indirectly, either during employment of the "EMPLOYEE" with the EMPLOYER, or after termination of his employment or upon his / her ceasing to be in the EMPLOYER's employment for any reason whatsoever.

10.4 Breach In the event of a breach of this paragraph, the EMPLOYER shall be entitled to damages. The damages shall be awarded in a manner so as to make the EMPLOYER getting fully compensated for loss of revenues, profits, clients, projects and / or goodwill as a result of the breach. Where appropriate, the EMPLOYER may seek injunctive relief to restrain a violation of this paragraph.

IN WITNESS whereof the parties have executed these presents the day and year first above written.

Rosita

Signed and delivered by the within named
(HARJAI COMPUTERS PVT. LTD.)

Date: 17/10/2019

Prachi

Signed and delivered by the within named EMPLOYEE
In the presence of (Prachi) *Prachi Thorat*

Date: 31-10-2011



महाराष्ट्र MAHARASHTRA

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VW 286389

प्रधान मुद्रांक कार्यालय, मुंबई.
प.म.वि.क्र. ८०००००७
18 OCT 2019
सक्षम अधिकारी

DURATION OF EMPLOYMENT AGREEMENT

श्री. सी. टी. आंबेकर

THIS AGREEMENT is made at on this 17th October, Two Thousand Nineteen, between M/s HARJAI COMPUTERS PVT LTD , carrying on business at S - 3 / 3 - 4 Sunder Nagar Shopping Centre, S.V. Road, Malad (West), Mumbai 400064, India (hereinafter called the "EMPLOYER" or "the said EMPLOYER") of The One Part

AND

Ms. Pratiksha Gorakshanath Thorat, aged : 22 years, Daughter of Mr. Gorakshanath Maruti Thorat, residing at : AvPost-Wadgaon Pan, Tel-Sangamner, Wadgaon, Ahmadnagar, Maharashtra - 422605., having Passport No : NA, Issued at : NA, On: NA, and Expiring on : NA, PAN NO : BQCPT9510M (hereinafter called the "EMPLOYEE" or "the said EMPLOYEE") Of The Other Part:

WHEREAS

It is agreed by and between the said EMPLOYER and the said EMPLOYEE that both the parties shall

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enter into these presents:

NOW IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES as follows;

1. EMPLOYEE shall be employed as a full time employee of the said EMPLOYER, with his employment effectively commencing from the date of his actual joining the services of the said EMPLOYER. (However, the agreement may be terminated for cause by written notice given by the said EMPLOYER to the EMPLOYEE as stipulated in the letter of appointment dated 17th October, 2019.
2. The said EMPLOYEE is made aware and agrees that the EMPLOYER has established a reputation for providing high quality and sophisticated software consulting services to user clients who always have in hand time-bound projects. Further the said EMPLOYEE is made aware that the business the EMPLOYER is engaged in, is highly competitive and that its ability / efforts to acquire and retain new / existing clients and projects (that too, without compromising quality and continuity of the service to the clients), is critical in order to ensure financial sustenance and stability of its business. This depends largely on the said employer's ability to assign qualified employees having advanced computer skills to work with user clients.
3. The said EMPLOYEE is made aware and recognizes that the EMPLOYER has incurred, and will continue to incur, significant expenditure to recruit and subsequently train the said EMPLOYEE in various appropriate / specialized technologies and methodologies. The EMPLOYEE is made aware and recognizes that the EMPLOYER has incurred, and will continue to incur, such expenses precisely because the EMPLOYER and its user clients are in need of specified expertise and skills of high order. The said EMPLOYEE is further given to understand and recognizes that the said EMPLOYER would not have entered into this employment arrangement with the client, but for the express assurance from and commitment by the said EMPLOYEE that he would strictly abide by the terms and conditions of the employment as stipulated in the aforesaid letter of appointment dated 17th October, 2019..
4. The said EMPLOYEE is made aware and recognizes that the EMPLOYER is required to provide through its EMPLOYEES, uninterrupted and reliable services to its clients. Where-as the said EMPLOYEE recognizes that he is a regular EMPLOYEE of Harjai Computers Pvt. Ltd. and that he should diligently work on client assignment / project for a minimum uninterrupted duration of Twenty Four months, in order that the EMPLOYER will not suffer loss of goodwill with its clients, which consequently would adversely affect the revenues and profitability in respect of the assignment / project work entrusted to the said EMPLOYEE, apart from the additional expenditure incurred by the EMPLOYER on the EMPLOYEES' recruitment and training for the specific Projects.
5. The parties understand at the time of the execution of this Agreement that both tangible and intangible losses / damage to the said EMPLOYER in terms of goodwill and monetary loss in the event of breach of agreement by the said EMPLOYEE are difficult to ascertain in advance, and even if the damages could later be established, adducing proof of such damages would be cost-intensive and / or cumbersome.
6. Accordingly, it is agreed by and between the said EMPLOYER and the said EMPLOYEE, that the later, who is a regular of EMPLOYEE of Harjai computers Pvt. Ltd shall not leave / abandon the employment of the said EMPLOYER before completing **Twenty Four months** on client assignment / client project. Should the EMPLOYEE discontinue / abandon services

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with the EMPLOYER before completing the stipulated **Twenty Four** months of uninterrupted period on designated client assignment / client project, it shall be construed as for breach of this, "DURATION OF EMPLOYMENT AGREEMENT" on the part of "the said EMPLOYEE" and he / she shall be liable to pay to the said EMPLOYER a sum of Rs.1,00,000=00 (Rupees One Lac Only) towards equitable liquidated damages as agreed between the two parties to this agreement.

IN WITNESS where of the parties have executed these presents the day and year first above written

Ranjeeta

For HARJAI COMPUTERS PVT. LTD.

[Signature]
EMPLOYEE

Date: 31/10/2017

Date: 31-10-2019

LETTER OF OFFER

April 29, 2022

To,

Swapnali Tukaram Kale

Imampur, Pachegaon,

Takalibhan, Nevasa,

Ahmandnagar 413 725

Email ID: swapnalikale001@gmail.com

Dear Swapanli,

Congratulations!!

We are pleased to offer you an Employment with **One Network Enterprises India Pvt. Ltd** based on the interview discussions you had with us.

Your date of commencement of Employment will be on or before **May 20, 2022**, as **Software Engineer I**. You will be entitled to receive gross salary of **Rs. 66,666.67 per month** as per the enclosed Annexure.

Your employment would be subject to the Terms & Conditions, mentioned in your appointment letter, which will be issued to you on your joining.

Looking forward for long association!

For One Network Enterprises India Pvt. Ltd



Sameer Kulkarni
General Manager

Salary Annexure

Swapnali Kale	Software Engineer I
Monthly Salary Structure	
Basic	20000.00
HRA	10000.00
Conveyance Allowance	2000.00
Medical Allowance	1500.00
Telephone Allowance	1500.00
Internet Allowance	1000.00
LTA	3333.00
Employer Contribution to PF	2400.00
City Compensatory Allowance	24934.00
Gross Monthly Salary	66666.67
Gross Annual Salary (A)	800000.00
One Time Joining Bonus Part 1(B)	50000.00
One Time Joining Bonus Part 2(C)	50000.00
Total (A+B+C)	900000.00

*** Joining bonus, if mentioned in the CTC breakup, is applicable only if you join on or before joining date.**

***Joining bonus Part 1 will be paid after successful completion of probation period.**


***Joining bonus Part 2 will be paid 6 months post confirmation.**

Statutory deductions (if any) will be applicable for payment of joining bonus.

Note that you must return this amount to ONE Network Enterprises India Pvt. Ltd. should you choose to leave the Company prior to completion of one year of continuous employment.

Looking forward to a long and mutually beneficial association.

For One Network Enterprises India Pvt Ltd



Sameer Kulkarni
General Manager

Offer of Employment

To,
Bhagyashri Jagdish Cholke

Date: 13th June, 2022.

Dear Bhagyashri,

We are extremely pleased to offer you a position of “**Solution Analyst**” with Sankey Business Solutions. Your date of joining is 13th June, 2022.

Type of work

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

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

- Your annual CTC will be 4 lakhs per annum. You will be on Probation Period for six months during which your salary will be Rs.2,40,000/ year After Probation your annual Fix CTC will be revised to Rs.300,000/year. All of the above will be dependent on the performance.
- There will be a performance incentive of Rs.1,00,000/- as a part of this annual package, to be given after completion of 1 year at Sankey Business Solutions, as a full-time employee, subject to individual and company performance.
- The offer of employment with Sankey Business Solutions is dependent on your performance during probation with us. Details of your variable payment parameters are annexed with this letter (Annexure II).
- We would expect you to be aligned with our company goals and policies, as well as committed to its deliverables, during the period of employment.

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

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

Best Regards,



Priya Gawade

Manager - HR

Sankey Business Solutions

Email - hr@sankeysolutions.com

Ph: +91 8291645656

The content of salary breaks up of Rs.300,000/- is as below:

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

APPENDIX A

Employment Terms and Conditions: -

Profile Verification -

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

Employee Duties and Responsibilities-

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

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to show this level of commitment for tasks that are part of your job profile and also any other task that you would be reasonably expected to perform during your employment with the Company.

It is your responsibility to ensure quality output in all activities that you engage in either directly as an individual or as a team member/leader. As a full time, employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not engage in commercial activities that could conflict with your time and availability for delivering your responsibilities with the Company during your employment with the Company. You are however free to engage in not-for-profit activities while you are not under official duty and outside of your office hours.

Tax-

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

Increments and Promotions-

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

Quality Matters-

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

Expenses and Reimbursement-

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

Travel-

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

Posting / Transfer-

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

Medical-

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

Working Hours, Holidays and Leave-

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

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

Intellectual Property Rights-

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.

Non-Solicitation-

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

Non-Disclosure-

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

Non-Compete-

By joining this company in the designated position, you hereby agree to not engage in any competing activity or business, or clients you have worked during the course of your employment and thereafter for a period of 1 year after the termination of your employment with the company. This does not however prevent the employee from seeking employment in other IT companies after termination of employment with Sankey Business Solutions.

Personal Information-

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

Termination-

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

Breaches and violations-

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

Other Rules and Regulations

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

Notice Period-

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

Warranty-

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

Jurisdiction-

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

Amendments-

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



Priya Gawade

Manager - HR,

Sankey Business Solutions

Agreed to and accepted:

Candidate Name

Signature

Date & Place

SERVICE AGREEMENT

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

Effective Date:

This agreement shall be effective from the date of joining.

Declaration:

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

WITNESS:

1) Name: _____	2) Name: _____
Address: _____ _____	Address: _____ _____
Contact No: _____	Contact No: _____

Candidate Name & Signature

Date & Place

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

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



Date: 11th Dec 2020

Mr. Sandip Navnath Nakade

Address: At/post Jatdeole,

Tal.-Pathardi, Dist. - Ahmednagar.

Subject : Offer Letter of Employment.

It is my pleasure to give the following offer of employment to you on behalf of KK Team, Ahmednagar.

- 1) The Position : Jr. Software Engineer.
- 2) Reporting relationship : Sr. Software Engineer.
- 3) Job description : Software Development, After Sales Support (Remote/Customer end)
- 4) Weekly off & Emergency Time off : One weekly off on Sunday & one emergency paid Leave per month will be allowed.
- 5) Expenses & Traveling Allowance : At actual.
- 6) Joining Date : 11th Dec 2020.

Termination of the Services:-

1. Misbehavior: Misbehavior or violation of rules and regulation may lead to termination of the services of the employee. No advance notice will be given in such a case. No experience letter will be given if termination occurred due to the above reason.

2. Termination of the services can be done prior to one month notice to the management or proper knowledge transfer to the other employees.

You acknowledge that this offer letter represents the entire agreement between you and KK Team, and that no verbal or written agreement, promises or representation that are not specifically stated in this offer are or will be binding upon KK Team.

Director

KK Team



Respected sir,

I Sandip Nakade student of MCA II,
I've joined 'KK Team' that is 'Krushikranti'
as a junior software engineer, so I will
not be able to attend regular lectures/college
so please grant me the permission to
continue external college/lectures.

Re Your sincerely

Sandip Nakade

Sandip Nakade



Date: 10th June 2022,

Kiran Warkhade,
Address: Newasa, Ahmednagar,
Maharashtra - 414603

Dear Kiran,

We are pleased to **offer** you an employment with **ORACLE** (henceforth referred to as 'Company's Consultant') as **Software Developer**

Terms and conditions of employment, effective upon signing the agreement are as follows:

1. Duties

You shall use your best energies and abilities on a full-time basis to perform, at location designated by the Company, the employment duties assigned to you from time to time. You also shall comply with all rules regulations procedures of the Company. During your employment, you shall not directly or indirectly approach any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the Company. Also, you are instructed not to divulge any confidential information of, or violate any agreement with, your prior employers or their clients.

2. Compensation and Benefits

Your CTC will be paid of **12,00,000.00 /- (Rupees Twelve Lakhs only)** on the commencement of your employment. **The break up is furnished in Annexure 1.** Salary will be inclusive of Employer's PF, all benefits and allowances. TDS will be applicable as per the provision of Govt. norms. The company will review your salary on an annual basis. Any change in salary will be at the complete discretion of the Company and shall be notified in writing.

There will no overtime paid for working long hours during weekdays or working on weekends. However, if work is done overnight, off in lieu will be provided based on the approval from the client.

3. Leave:

You would be entitled to 2 paid leave for each full month of your service.

3.1 LEAVE ACCRUAL:

Vacation / Annual Leave accrues at 2day per month for every completed month of full-time employment and therefore a total of 24 working days per year are available as Annual leaves.

Based on our Client PM approval, at any given time, employee may avail up to the maximum days of leaves in their accrued leave balance.

Employee cannot take leave in advance, over and above the leaves accrued which will not be adjusted with future accrued leave balance and will be considered as loss of pay.

ORACLE.

Ambrosia, Oracle Park, Mulshi Rd, Bavdhan, Pune, Maharashtra 411021



3.2 LEAVE ACCUMULATION:

Unutilized leave of a particular year will be paid at the end of year (December) and there will not be any carry forward to the subsequent calendar year.

Alternatively, accrued leave can be encashed only at the time of separation from the company subject to tax. Leave encashment will be as per the policy of the company

3.3 GUIDELINES FOR AVAILING LEAVE:

Employee should plan the vacation as much in advance as possible, and apply for a prior approval of this leave. The leave can be taken only with the written approval of our client manager.

4. Termination of employment:

4.1 Termination by employer:

Except in cases of termination by the company due to your willful misconduct or non-performance, the company will provide you with **15 day' s notice** of termination from employment of the company.

4.2 Notwithstanding anything contained in this Letter of Employment, but subject to the laws of India, the Company is entitled to terminate your employment with immediate effect and without any payment by way of compensation, damages or otherwise should any of the following occur:

- (a) you commit a willful or material breach of or willfully neglect to perform your duties as set out in this Letter of Employment and/or the Non-Disclosure Agreement or as may be implied; and/or
- (b) You commit any act or engage in any conduct which would bring yourself or the Company into Disrepute

5. Resignation by Consultant:

In the event you decide to resign you must provide **1 (One) month advance notice**. The notice period can not be used to offset against any applicable leaves.

Only upon the company accepting your resignation shall the company inform the client of your resignation. You shall not approach the client directly regarding your termination of services with the Company.

In addition, you also need to ensure that there is proper handover and your immediate supervisor has agreed to the release date. You will be released only on the agreed release date from the current assignment.

6. Confidentiality

As part of your employment, you will acquire or develop confidential and proprietary information concerning the company and its dealings and method of dealings with its customers (and their clients or its end users) and employees and you also will develop relationships of special trust and confidence with the company's customers (and their clients or end users) and employees (Collectively, " Confidential Matter"). You agree that such Confidential Matter is for the company's exclusive benefit and that, both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the Company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the company or its customers and employees.

7. Non- competition.

During the employment with the Company and 12 months following the termination of the employment with the Company, you shall not directly or indirectly solicit the business or provide any services to the client, the client affiliates or client's client/it's affiliates (where you were assigned) as an extension to this contract or any other business without the company's written permission.

You further agree that:

ORACLE.

Ambrosia, Oracle Park, Mulshi Rd, Bavdhan, Pune, Maharashtra 411021

Date: Apr 20, 2021
Mobile: 9130657417
Email: kaleprabhakar100@gmail.com
At. Warked post. Hasnapur Tal. Shevgaon, Ahmednagar, 414502

Subject: Offer of Employment

Dear **Prabhakar**,

We are pleased to offer you the position of **Intern** with Cuelogic Technologies Private Limited (the "**Company**"), in our **Pune office**, on the following terms and conditions.

This is with reference to your application for Internship with us, and the subsequent selection process, we are pleased to extend to you this offer letter confirming your internship with Cuelogic Technologies Pvt. Ltd.

The duration of the Internship with the Company will be for a period from **26th April 2021** to **31st October 2021**.

Acknowledgement of the letter by you also entails that you agree to submit the documents listed in Annexure A. You shall be bound by the terms and conditions described hereunder, during the Internship Period.

1. **Engagement:** Your internship will include training/orientation and focus primarily on learning and developing new skills and gaining a deeper understanding of concepts through hands-on application of the knowledge you learned.

Post completion of your Internship Period, you will be considered for the position of a **Junior Software Engineer**, at the discretion of the Company and subject to your satisfactory performance, conduct and attitude during the Internship Period.

2. Working days of the Company are Monday through Friday from 10 AM to 7 PM. Company observes Saturday and Sunday as weekly off. Further, depending on project/ work contingencies, work load and business requirements, at any given time you may be required to work outside these stated hours, including weekends. You are eligible to avail three (3) leave during your internship period provided that the leave has been approved by your immediate manager/reporting head.

3. **Stipend:** During the Internship Period, you will be paid a consolidated stipend of INR 21,500/- (Twenty One Thousand Five Hundred Only) per month from the date of joining i.e. **26th April 2021** in accordance with the Company's prevailing payroll Practices. (Detailed break – up in Annexure I).

4. **Accountability**

- a. You shall perform your duties diligently and faithfully as are consistent with your relevant experience, training and qualifications or may be reasonably delegated as being in the best interest of the Company.
- b. You shall devote the whole of your time, knowledge, skill and attention to the performance of your duties with the Company and work from the premises/place(s) where you shall from time to time be deployed on such days.
- c. You shall not undertake any business or other assignment whether honorary or remunerative or accept any reward, directly or indirectly, without prior written permission from the Company.
- d. You agree to use all tools provided by the Company for official purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission or storage of potentially offensive information is not allowed. You also agree to always act in the interest of the Company. Should you not respect this requirement of professional use; the Company will have a right to take disciplinary action which may lead up to and including termination of internship.
- e. During the Internship Period, you shall be governed by all the applicable Company rules, regulations, policies, procedures and notices that are in force currently and that may come into force from time to time and they shall form basis of your internship and shall govern all matters whether specified herein or not, including on matters such as designation, working hours, emoluments and the structure thereof, etc. Company's decisions on all such matters will be final and binding on you. Any subsequent variations by the Company to any terms, conditions, rules or regulations generally governing the members of the Company's staff will prevail and be applicable to you. Violation of such policies could lead to disciplinary actions up to and including termination of internship.
- f. You shall at all times adhere to Company's and its client's safety and environmental policies and regulations, if any and implement the same.

- g. You shall be required to comply with the information security policies and procedures of the Company and its clients notified from time to time.

5. Confidentiality and Proprietary Information:

During your internship, you may have access to trade secrets, proprietary information, technique, sketches, drawings, models, inventions, Innovations, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, and formulae related to the current, future and proposed services and products of the Company or its clients, details of the Company and its client's suppliers and customers. ("Confidential Information") By accepting this offer of internship as an intern, you acknowledge and agree that you shall keep all of this Confidential Information confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your association with the Company, you will immediately return to the Company all of its property, equipment, and documents, including electronically stored information.

Also, during the term of your internship and thereafter, you agree to keep all the confidential information of the Company secrets and information that the Company holds proprietary or confidential. You further agree to follow the Company's strict policy that employees must not disclose, either directly or indirectly, any information, including any of the terms of this letter, regarding compensation to any person, including other employees of the Company; provided, however, that you may discuss the terms of this letter with members of your immediate family and any legal, tax or accounting specialists who provide you with individual legal, tax or accounting advice.

All inventions, ideas, designs, circuits, schematics, formulas, algorithms, trade secrets, works of authorship, developments, processes, techniques, improvements and related know-how which result from work performed by you, alone or with others, on behalf of the Company or from access to the Company Confidential Information or property or which you may otherwise create in the performance of his job duties at any time during the internship with the Company whether or not patentable or copyrightable and all translation rights related thereto (collectively "Inventions and Works") shall be the property of the Company and, to the greatest extent permitted by law, shall be "works made for hire." You hereby irrevocably assign and agree to assign to the Company or its designee, without further consideration, his entire right, title, and interest in and to all Inventions and Works, including all rights to obtain, register, perfect, and enforce patents, copyrights and other intellectual property protection for Inventions and Works. You shall disclose promptly and in writing to the individual designated by the Company or to his immediate supervisor all Inventions and Works which he has made, authored or reduced to practice. During the Internship Period, and

for one year after, you will assist the Company (at its expense) to obtain and enforce patents, copyrights and other forms of intellectual property protection on Inventions and Works.

You understand and agree that any breach by you of the provisions in this section could cause the Company to suffer irreparable harm and no adequate remedy at law would be available in respect thereof. Accordingly, you agree that upon any such breach, the

Company shall be entitled to seek equitable relief, as well as such further relief as may be granted by a court of competent jurisdiction.

6. Consent Regarding Personal Data

- a. This clause relates to the Personal Data that you may be requested to provide in connection with your internship. Personal Data includes any information related to a natural person that is, in combination of other information or otherwise, is capable of identifying such person notably including financial information such as Bank account or credit card or debit card or other payment instrument details, physical, physiological and mental health condition, sexual orientation, medical records and history, biometric information, any information or detail relating to previous employment details, educational qualifications and criminal record.
- b. You hereby understand and consent to allow the Company, without any reservations, to (i) collect any of your Personal Data or other data through any internal or external agencies appointed for this purpose, (ii) use or process such data in connection with your internship with the Company or any matters arising from such internship, and (iii) sharing such data with any outside agencies or third parties including Company's client for verification and validation of this information, processing in relation to internship or matters arising from such internship, or in compliance with the Company's contractual or statutory obligations.
- c. You understand that you may withdraw the consent by informing in writing to Company's designated representative for this purpose. You also consent and accept that if such withdrawal of consent affects the purpose for which your Personal Data was sought, Company reserves the right to take steps as it deems appropriate. You understand that this consent is obtained by the Company to ensure compliance of The Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011 and any successor laws regarding the subject.

7. **Changes in Personal Details:** Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and it will be presumed that you have received such communication addressed to you.
8. **Background Verification Report:** Upon your joining, the Company or Company's client may directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. The Company reserves the right to terminate your internship without notice, at any point during the course of internship, if the background verification report is found incongruent with the information and credentials provided by you. Additionally, in such an eventuality, the Company shall require you to refund the salary /remuneration paid including employee benefits, if any availed amongst any other benefits, till such date.
9. **Termination:** Either you or the Company may terminate your internship by giving fifteen (15) days prior written notice. In case you are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder, the Company reserves the right to terminate your internship with immediate effect.

Upon termination of your internship with the Company for any reason, you shall:

- a. hand over charge to such person or persons as informed to you;
- b. surrender to HR representative or such specified person all of the Company's and its client's property including but not limited to any Confidential Information, all hardware, software, documents, books, or any other articles of the Company and its client's and /or copies thereof belonging to the Company which, pursuant to your internship with the Company, may be in your use, occupation, control or possession and must not retain any copies, extracts or reproductions of all or any part of that property or Confidential Information
- c. be eligible to receive the stipend upto the date of termination of your internship on a pro-rata basis.

This letter is not to be construed or interpreted as containing guarantee of continued employment with the Company. 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.

This letter reflects the entire agreement regarding the terms and conditions of your Internship. Accordingly, it supersedes and completely replaces any prior oral or written communication on this subject. This letter may not be modified or amended except by a written agreement, signed by the Company and by you. The offer described above is contingent upon the results of your reference/background check.

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

If you have any questions, Please feel free to reach out to the HR team. We take this opportunity to welcome you to Cuelogic.

Yours faithfully,

Cuelogic Technologies Pvt. Ltd.

Abhijit Puri
Head – Human Resource

Annexure I

Stipend Break-up		
Name	Prabhakar kale	
Designation	Intern	
	Annual	Monthly
Cost to Company	258,000	21,500
EARNINGS		
Particulars	Amount (INR)	Amount (INR)
Basic	103,200	8,600
House Rent Allowance	87,720	7,310
Educational Allowances	11,610	968
Other Allowances	55,470	4,623
Gross Stipend	258,000	21,500
DEDUCTIONS		
Other/TDS		
Professional Tax	2,500	200
PF Employee's Contribution	20,434	1,703
PF Employer's Contribution	22,140	1,845
TOTAL DEDUCTIONS	45,074	3,748
Net Stipend	212,926	17,752

Acceptance of Terms & Conditions of Employment

I hereby agree that I have read and understood the terms and conditions as stated in this letter, dated **Apr 21, 2021** plus the enclosed Annexures and accept employment with **Cuelogic Technologies Pvt. Ltd.**

Enclosures:

Annexure I - Compensation structure

Annexure II - Joining formalities

Employee Name:

Signature:

Date:

Place:

Cuelogic Technologies Pvt. Ltd.

Abhijit Puri
Head – Human Resource

Annexure II

Joining Formalities

Please submit the photocopies of the following at the time of your joining for our record

- 1] - Photograph 2 passport size (with white Background)
- 2] - Documentary evidence of Educational Qualification
- 3] - Residential Address Proof (Any One)
 - Ration Card
 - Electricity Bill
 - Telephone bill
- 4]-Photo Identity (Any One)
 - Driving License
 - Passport Copy
 - Election ID card
- 5]- Aadhaar Card and Pan Card Photocopy (Mandatory)

For any queries or explanation please contact **hiring@cuelogic.com**



23-Jan-2022

Dear Priyanka Bharat Argade,
B.Sc, Computer Science
Jijamata College of Science and Arts, Bhende

Candidate ID – 19859574

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 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 **252,000/-**. This includes an annual target incentive of INR **12,000/-** 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.284,111/-**. This includes an annual target incentive of INR **12,000/-** 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 may qualify as the entry criteria to the GenC training and is used as basis towards your allocation to projects/roles.

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

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

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

Signature:

Date:

Compensation and Benefits

Name: Priyanka Bharat Argade **Designation:** Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

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

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

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

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

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

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

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

Priyanka Bharat Argade, 21, 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 Priyanka Bharat Argade

Sign: _____

Sign: _____

Name:

Name:



Ref. No. MSPL/Offer/213/2018-19

Date: 17.08.2018

To,
Ms. Rachana Pitale
B-No 3, Motibag Camp area,
Solapur road,
Ahmednagar- 414001

Subject: Appointment Letter

Dear Rachana,

We are pleased to offer you the position of **Tr. Software Engineer** in our company. We strongly believe that this association would be mutually beneficial.

You are required to join on **20.08.2018 (on or before this date)** at our Pune office which the offer will stand cancelled. The offer stands withdrawn after 3 days of the date of this offer, unless the acceptance date is extended by us and communicated to you in writing. You are requested to forward to us within 3 working days from the receipt of our offer, a formal acceptance of this offer.

Your employment with us will be governed by the terms and conditions as per company policies. Please read through the following Employment Terms and Conditions laid down in the **Employment Agreement in Appendix - "A"**.

Your gross CTC (Cost to Company) Salary per annum will be Rs. 01, 20, 000 (One Lakh Twenty Thousand Only). The break-up of the salary and the net cash in hand as per **Annexure - I**.

Your **personal details** required for our records are as per **Appendix - "B"**

Please sign the duplicate copy of this letter and also sign each sheet of Annexure at the bottom on the right corner and return to HR Executive. in acknowledgement and acceptance of you being governed by the Rules in the Employment Manual and also by existing laws.

You are requested to report at 9.30 AM at our office to complete the joining formalities. At the time of joining you are requested to submit **copies of the Documents in Appendix - "C"**

We Welcome you to Mechatronics Systems Private Limited and look forward to a mutually rewarding experience.

For Mechatronics Systems Private Limited

Authorized Signatory

This is to certify that, I have gone through all the terms & conditions relating to my employment with Mechatronics Systems Private Limited and I have understood them clearly. I hereby accept the same and agree to abide by them.

Rachana Pitale
Date: 20/08/2018
Place: Pune

EMPLOYMENT AGREEMENT

Whereas this employment agreement is made and entered into by and between Mechatronics Systems Private Limited, Pune, Maharashtra (hereinafter referred to as the "Company") and the undersigned Rachana Pitale (hereinafter referred to as the "employee").

Whereas the company desires to hire the employee as set forth in the provisions contained herein; whereas the employee desires to accept such employment subject to the terms and conditions set forth below.

Therefore, in consideration of the promises, covenants and agreements set forth in this employment agreement, the parties hereto desiring to be bound, hereby agree as follows:

1. Conditions of Employment

a) As a condition to employment with the Company, Employee is required to enter into this written agreement in order to formalize the details of employment discussions and understandings with the company. If an employee does not understand any part of this Agreement, the employee is advised to seek legal counsel for advice. Employee hereby acknowledges that he/she is given a copy of this Agreement and provided with a reasonable time to seek legal counsel to review this Agreement at the time the Company extended its written offer of employment to employee.

b) Employee's duties and responsibilities will be such as may be prescribed by the management from time to time, such duties being inclusive of all duties and responsibilities relating to employee's substantive designations, depending on the exigencies of business.

c) Employee's Employment on Probation would be for a period of Six Months starting from **20.08.2018 to 18.02.2019**

d) Even after the expiry of the Probation period indicated here above, the employee shall continue to remain in Probation service till the time his/her services are confirmed in writing.

e) During the Probation Period. If employee's performance is not satisfactory, the management reserves the right to release employee from employment with immediate effect. However, incase employee wish to resign / leave the services of the company, one month notice will be given by the either party to the company / or would have to pay one month's salary by the either party in lieu of such notice.

f) If the employee is confirmed in services after the Probation period, his/her employment would be as per this employment agreement.

g) In view of peculiarity & highly specialized nature of activities and high degree of commitment to customers employee's services are liable to be posted at any location, place, office, branch, establishment, factory of the company or its associate, franchisee, client, customer existing today or which may be acquired, started in future, anywhere in India or abroad.

h) The employee will not take up any employment of its associate, franchisee; client, customer existing today or which may be acquired, started in future, anywhere in India or abroad till the expiry of two years from date of leaving the employment of the company without obtaining a written consent from the company to do so.

i) It is a specific condition of the employment that, if at any time during the employment with the company, it is established that the employee has secured employment under false pretences, or on the basis of false information or suppression of information or unfair means through impersonation or however, his/her services will be terminated immediately without

notice or without any payment in lieu of notice.

j) The date of birth as shown in Annexure. B of this contract shall be taken to be employee's true and correct date of birth declared by him/her and accepted by the company, and will be used for all purposes, and no cognizance shall be taken of any alteration in future

k) If employee commits any breach of this agreement or is guilty of misconduct, dishonesty, absence without leave, disobedience of any lawful orders or instructions or any misconduct calculated to bring the company or its employees into disrepute (Inclusive of any act outside your duty hours and outside the premises of the establishment which has material bearing on the smooth and efficient functioning of the company), the employee's services will be terminated without notice or any payment in lieu of notice and in such case employee will have no claim on the company.

l) That in case any misconduct is alleged against the employee, he/she is liable to be placed under suspension pending completion of enquiry, as per the law applicable and in force for the time being.

m) If employee is found guilty of any misconduct, he/she is liable to be dismissed without notice or compensation in lieu of notice or alternatively to be suspended for a period of not exceeding 30 days.

n) During the course of employment employee shall faithfully, honestly, diligently serve the company and obey and execute all lawful orders and requirements of the company and shall not directly or indirectly take part or engage in any other trade, business, profession, employment, occupation honorary or remunerative without the written permission from the employer.

o) In the event of any central laws or state laws coming into force at any time affecting any aspect of employee's terms and conditions of service, it is hereby expressly agreed that no double benefits shall accrue to the employee.

p) Employee's appointment is subject to his/her being found medically fit. During the tenure of this employment the management may ask him/her to undergo medical examination or tests to determine his/her medical fitness. In the event he/she is found to be medically unfit, his/her services are liable to be terminated.

q) Employee shall be responsible for the safe keeping and return in good condition and order of all the company's property which may be in his/her use, custody or charge.

r) Employee shall keep the company informed of any change in his/her residential address or civil status.

s) Nothing contained in this Agreement shall alter employee's employment relationship with the Company – he/she is an employee at will, which means that the Company has the right to terminate him/her at will and without cause.

t) The employee will also be governed by the terms and conditions of the company's Employee Manual in force and Employee Policies published in Employee Circulars from time to time.

u) If an employee remains absent from work without any information to the company for 5 consecutive working days, the employee will lose lien on his/her employment and the company shall consider that the employee has left company's employment at his/her own accord and the employee will be automatically terminated from the services of the company.

2. Term of Employment

The term of employment shall commence on the date that the employee reports for work, both at the offices of the company or at the offices of a client of the company as the company shall

direct, and continue as long as the Company employs the employee.

3. Services, Duties and Liabilities

Employee agrees to act in a professional and businesslike manner and in furtherance of the Company's interests at all time. When Employee is working at a client location, Employee may be required to comply with the client's policies and procedures in addition to Company's policies and procedures.

4. Performance Appraisal and Salary Revision:

Salary Revision will be done on annual basis in the nearest Performance Appraisal cycle i.e. March after completion of one year of service in the company. The performance will be reviewed on a yearly basis at the discretion of management of the company

5. Liability & Compliance

The employee shall use his or her best efforts to comply fully and cause the company, affiliates and clients to be in full compliance with all laws, rules, regulations, guidelines and procedures, or industry customs applicable to the employee and the activities of the employee on behalf of the company, its affiliates and clients, and all laws, rules, regulations, guidelines and procedures, or industry customs of any governmental regulatory or administrative authority, exchange, market, clearing house, or order of a judicial body having jurisdiction over the employee, company, its affiliates or clients. In addition, without the prior written consent of the company, the employee shall not take any action or conduct any business which to his or her knowledge under any applicable law may require that the company, its affiliates and clients to be obligated by virtue of the employee's actions. The employee shall be liable for any losses incurred by the company resulting from acts or failures to act by the employee, which could entitle the company to terminate the employee's employment hereunder for *cause*. The employee shall be liable and will pay over to the company, any and all sums due from or paid by the company to third parties which sums are due from or paid by the company as a result of or flowing from the employee's actions and/or omissions including legal fees, cost, disbursements, damages, penalty and any losses attributable to lost business opportunities, commonly referred to as consequential damages and/or penalties.

6. Time Sheets

a) In the event the employee is assigned to work for a client of the company, the employee shall receive compensation from the company only upon delivery to the company of time sheets approved or signed by the client, as may periodically be required by the company or client. Failure to provide the required signed time sheets in a timely fashion, for other than reasons outside your control, may result in a delay in payment to the employee.

b) Employee acknowledges that he/she is employed in an executive, administrative or professional capacity and that the scope of employment may entail work outside of normal business hours. Employee further acknowledges that his/her salary is based on the performance of work with no regard to time required to complete assignments.

7. Resignation or Termination of Employment

a) During the Probation period, employee's services are liable to be terminated by the company without any notice and / or completion of the project, which might have been entrusted to him/her. No dues will arise on the company towards the employee during such circumstances.

b) After the confirmation of services, employee's services are liable to be terminated by the company without any prior notice if the management desires to do so.

You are liable to be terminated from the organization with immediate effect on the occurrence of any of the below cited acts/situations:

- In the event of you overstaying the sanctioned leave by 5 calendar days.
- Absconding from the organization without any intimation for 5 days.
- Divulging any and all information regarding the organization or its clients which shall be known to you by the virtue of your employment.

- In disciplinary behavior during the duty hours.
- Violation of office decorum.
- Under rated performance according to the evaluation parameters.
- In the event of any contagious disease
- In any other case, if the management believes that your continuation in the organization is detrimental to the organization's interests

If your services are terminated for any of the above mentioned reasons you shall receive a termination notice either in person or to your updated postal address with the organization with all the post termination clauses applicable and all the payments if any due, to you shall be forfeited.

c) Employee understands and agrees that if he/she resigns from the Company without notice, the Company will be placed in a very difficult position and could be irreparably harmed by Employee's unannounced resignation. Therefore, Employee agrees that he/she will provide three months written notice to Company of his/her intention to resign. In such case, the management reserves the right to reduce, increase or maintain the three month notice period for termination of employment.

d) In case of disassociation with the company within a period of 6 months from date of joining, the company would be authorized to deduct appropriate amount with respect to the joining, relocation and training expenses incurred on the employee, if any.

e) In event of your resignation, you will be liable to abide by the terms mentioned in clause No. 8, 9 10 and 11 of the Employment Agreement.

8. Confidentiality

a) The employee acknowledges that the employee will acquire and be entrusted with confidential information concerning the company, its employees, consultants, affiliates, vendors and clients, and their businesses in the course of employee's employment, and the employee may develop or take part in the development of confidential information during the course of such employment and such confidential information has considerable value to the company and constitutes the property of the company and any disclosure may result in or cause injury or damage to the company, its affiliates or clients and reduce or impair its competitiveness. The employee represents and warrants that as a condition of his or her employment by the company, both during and after the employee's employment with the company, the employee shall safeguard the confidentiality of all confidential information and will not individually or on behalf of or through any person with whom he or she may become associated, directly or indirectly, make use of or furnish or disclose to any person any confidential information, except those authorized persons, companies, agencies and other parties with whom the company is doing business. Examples of confidential information include, but are not limited to:

- Names of company's current, past and prospective employees, consultants, vendors, clients and client personnel
- Contact information for company's current, past and prospective employees, consultants, vendor, clients and client personnel
- Bill rates, salaries and other financial details of company's current, past and prospective employees, consultants, vendor and clients
- Financial information about the company that is not in the public domain

b) Employee further agrees that copies of such confidential information belonging to the company or its clients cannot be taken offsite via printed-paper records, email, file transfers or any other electronic or non-electronic means for any reason whatsoever. Employee further agrees to respect the electronic privacy and access-privileges granted to the employee and agree not to violate these access permissions and privileges, seek information that is not required to perform their job functions, or share computer hardware, software, file and record access credentials with anybody except those authorized by the company.

c) Employee represents and warrants that upon the termination of the employee's employment by the company for any reason, all records, papers, documents, computer files, other files, common equipment, any other material, and all copies thereof, containing or incorporating any confidential information and all other properties of the company, its affiliates or clients within the employee possession or control shall be surrendered to the company or client.

9. Intellectual Property & Copyrights

a) All inventions, discoveries, computer programs, writings and work product of any nature (Intellectual Property) conceived or developed by Employee during the employment relationship with Company shall be the sole and exclusive property of the Company or its Client(s) for whom Employee was consulting at the time the work was performed. Employee's work shall be deemed to be a work made for hire under the applicable Act. To the extent that any of the Work may not be considered a work made for hire, Employee hereby grants and assigns all rights, title and interests therein, throughout the world, to Company or its Client(s), including, without limitation, all patents, copyrights, trademarks, trade secrets, ideas, concepts, know-how and other intellectual property rights contained therein.

b) The employee further agrees that at the company's request, and without any further compensation, but at the company's expense, both during and subsequent to the term of employment by the company, the employee shall execute any and all patent and copyright applications, powers of attorney, affidavits, assignments and any or other documents deemed necessary or desirable by the company to acknowledge, confirm, perfect, secure or support any title or interest in any assigned system of the company or its clients, or to record the same in any country in the world, or to apply for or secure a patent, copyright or other protection in any country of the world or to claim priority therefore, to enforce a company's rights in such intellectual property in any court or other proceeding whether during the term of employment under this agreement, or any time thereafter and to assist the company and its agents and attorneys in connection with perfecting, securing, protecting, supporting or enforcing the company's rights to such intellectual property.

10. Non-Solicitation

The employee further agrees that during the term of this employment agreement and for two years thereafter, termed as a non-solicitation period, without the prior written consent of the company, the employee will not on their own, or assist any member of the employee's immediate family, business associate, or other person or entity, whether for consideration or otherwise, in any manner directly or indirectly to hire, offer to hire, entice away, or in any other manner encourage, persuade, or attempt to encourage or persuade any employee or agent of the company, its affiliates, or clients to discontinue his or her relationship with the company or procure or seek to procure business from or conduct any business, other than that which is done on behalf of the company, with any personnel of any entity for whom the company did business or had any material contact with at any time during the employee's employment by the company.

11. Non-Compete

a) Employee's responsibilities and business contacts will enable Employee to acquire valuable information and skill with respect to the business operations of the Company. In recognition of these acquired benefits, Company shall have the option to restrict during employment and for a period of one year after the termination of employment (for any reason) with Company, Employee's individual engagement, whether directly or indirectly, as an officer, director, employee, consultant, advisor, partner, co-venture, stockholder or other proprietor in any enterprise that is a competing business to the company. For purposes of this agreement, a competing business is a) a business that provides computer consulting services to any business or company that Employee provided consulting services for during Employee's employment with Company, b) a business that is or was a client, a potential client or a subcontractor of the Company during Employee's employment with Company; provided, however, that nothing contained in this agreement shall prohibit employee from owning or investing in the stock or securities of any such competing business which are publicly traded on any recognized exchange or in the over-the-counter market so long as such ownership or investment shall not

constitute more than five percent (5%) of the outstanding capital stock of any such competing business.

b) The Company has attempted to limit the employee's right to compete only to the extent necessary to protect the Company from unfair competition. Employee further acknowledges that in the event of separation from employment for any reason, Employee will be able to earn a livelihood without violation of these restrictions. This being a material condition to employment with the Company.

c) Employee recognizes that the foregoing scope, territory and time limitations are reasonable and required for the adequate protection of the business of the Company. In the event any such scope or time limitations are deemed to be unreasonable by a court of competent jurisdiction, Employee agrees to the reduction of said scope or time limitation or such scope or period which said court shall have deemed reasonable.

12. Representations and Warranties

The employee represents and warrants to the company that the employee fully understands this agreement, and has the full right, power and authority to execute, deliver, and perform the employee's obligations under this agreement. The employee further represents and warrants that the execution and delivery of this agreement by the employee and the performance by the employee of employee's duties and obligations under this agreement do not and shall not result in any breach of or constitute a default under and will not be in conflict with or prohibited by any agreement to which the employee is a party or by which employee may be bound, including without limitation any arrangement or agreement with employee's current or previous employers.

13. Injunctive Relief

The employee acknowledges that a violation by the employee of any of the covenants and agreements contained in this agreement will cause continuing damage and injury to the company. By reason thereof, the employee agrees and consents that if the employee violates any of the provisions of this agreement, the company, in addition to any other rights and remedies available under this agreement, or otherwise available, shall be entitled to an injunction to be issued by a tribunal of competent jurisdiction restraining the employee from committing or continuing any violation of any of the provisions of this employment agreement, and that employee will not assert the claim or defense that such injunctive relief is unnecessary as the company has an adequate remedy at law.

14. Remedies at Law

a) In the event of a breach of the employment agreement, the company may choose to seek a remedy at law in addition to any injunctive relief, and seek monetary damages.

b) The remedies set forth for the parties in this agreement shall be deemed to be cumulative and concurrent in addition to and not in limitation of or exclusion of any other rights or remedies whether at law or equity or otherwise which may exist on the part of any party by reason of the breach of any provision of this agreement. The exercise or attempted exercise by any party of any such rights or remedies shall not preclude the simultaneous or subsequent exercise by such party of any or all such rights or remedies. No course of dealing by any party, or any delay, omission, or forbearance, of any rights or remedies shall operate as a waiver of such right or remedy of any other rights or remedies of such party which may be exercised from time to time and as often as may be deemed necessary.

15. Legal Expenses

If the Company prevails in any action brought against Employee for his/her breach of this Agreement, the Company, in addition to all other damages provided for in this Agreement and otherwise permitted by law, will be entitled to recover its attorney's fees and costs of litigation from the Employee.

16. Merger and Amendments

All prior understandings and agreements of the parties relating to the subject matter hereof have been merged into this agreement. This agreement may not be modified or amended or terminated except by written agreement specifically referring to this employment agreement.

17. Severability

Any provisions of this agreement that may be prohibited or are unenforceable in any jurisdiction shall as to such jurisdiction be ineffective if to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this agreement. Any prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. To the extent permitted by law, the parties hereby waive any provision of law that renders any provision of this agreement prohibited or unenforceable in any respect. Without limitation of the foregoing, and with respect to any restrictive covenant contained herein, if it is determined that such provision is excessive as to duration or scope, it is the intention of the parties that it nonetheless be enforced for such shorter duration or with narrow scope as will render it enforceable.

18. Leave Policy

You will be governed by the Leave Policy as defined and communicated to you by the management from time to time.

Employees under Probation:

All employees serving the Probation period of six months in the organization shall not be covered under the benefits of the leave policy and also implied is the fact that they are not entitled for any leaves benefits. Any leave availed by such employees under any pretext will be treated as unpaid leave

Confirmed Employees:

After the completion of the Probation period the employees are entitled for the annual leave benefits as defined in the Leave Policy of the organization

19. Background Check:

Mechatronics Systems Pvt. Ltd reserves right to perform any or all of the below listed background checks at any time during employment and if any falsification/s is/are found, it will be grounds for termination without any notice and compensation.

- a) Educational Certificates Verification
- b) Employment Verification
- c) Address Verification
- d) Criminal Background Check

20. Signoff

This Agreement is valid only if signed by both parties and one copy is returned to the company within 3 days from the date of receipt of this agreement. Both parties agree that signed Xerox and facsimile copies will be considered as good as originals.

In witness whereof, the parties hereto have caused the agreement to be duly executed as of the day and year as stated below.

For **Mechatronics Systems Private Limited**


Nutan Patil
HR Executive

Place:

Date:

Rachana Pitale
Tr. Software Engineer

Place:

Date:

SALARY BREAKUP

Rachana Pitale	
Heads	Amount
BASIC	5000.00
HRA	2000.00
SITE ALLOW	2350.00
PF	600.00
Total Deduction	600.00
Gross Total	9350.00
Net Amount	8750.00

Appendix - B

Personal Information		
1	Name	Rachana Prakash Pitale
2	Male/Female	Female
3	Husband/Father's name	Prakash Pitale
4	Nationality	Indian
5	Address Permanent	B. No.3, Motibaug, Camp area Solapur Road Ahmednagar - 414001
5A	Phone Number - land line	02412325392
5B	Phone Number - mobile	8087698335
6	Address Temporary	
6A	Phone Number - land line	
6B	Phone Number - mobile	
7	Date of Birth	09/11/1996
8	Personal Email ID	itsmerachanapitale@gmail.com
9	Contact No.1 in Emergency Contact Name 1 in Emergency	9422086972
10	Contact No. 2 in Emergency Contact Name 2 in Emergency	9422086984

Appendix – C

This is to request you to submit the photocopy of following documents at the time of joining your duties, bring the original also for verification:

S N	DOCUMENT'S DESCRIPTION	SUBMITTED
1	Proof of Date of birth (School Leaving Certificate, Birth certificate)	
2	Photo Identification (Driving License/PAN Card/ Voter Identity card)	
3	Proof of Educational qualifications:	
	Secondary	
	Higher Secondary	
	Graduation	
	Diploma	
	Post-Graduation	
	ITI	
	Additional	
4	Previous all companies Experience Certificates	
5	Last reliving certificate	
6	Blood Group Doc.	
7	Passport Size Photographs (3)	
8	Last three months' Salary Slips.	
9	Photocopy of PAN Card	
10	Permanent Residence Proof : Ration Card OR Telephone Bill OR Electricity Bill OR Voters Card	
11	Current Residence Proof : Own house Electricity Bill or Rent agreement Lease license	
	Doc. List for Bank A/C Opening	
1	1 Passport Size Photo 2Nos	
2	For Id Proof (Anyone Doc.)	
	I. Pan card with Sign Declaration.	
	II. D L with Sign Declaration.	
	III. Passport with Sign Declaration.	
	IV. Election Card	
3	Supporting Document.(Anyone Doc.)	
	I. 10 / 12th or Graduation mark sheet	
	2. School Leaving certificate	
	3. Ration card.	
12	Permanent Residence Proof: Ration Card OR Telephone Bill OR Electricity Bill OR Voters Card	
13	Current Residence Proof: Own house Electricity Bill or Rent agreement, Lease license	

Name: Rachana Pitale
Title: Tr. Software Engineer

Date: 22/02/2021

To,
Salim Shaikh
Ahmednagar.

Dear Salim,

On behalf of OpsFuse Technologies Pvt. Ltd., I am excited to extend an offer to you for an internship position within our engineering department. The position is for a Software Engineer Intern reporting to Ms. Sonal Rajbhoj.

This position is scheduled to begin on 1st March 2021 and will be a six-month paid internship opportunity ending on 31st August 2021. This offer is valid only for 15 days from the date of joining mentioned herein. If for whatever reason, you cannot meet this. The schedule for this position will be 9:00am to 6:00pm Monday to Friday including an hour for lunch each day.

During your temporary employment with OpsFuse Technologies, you may have access to trade secrets and confidential or proprietary business information belonging to OpsFuse Technologies. By accepting this offer, you acknowledge that this information must remain confidential and agree to refrain from using it for your own purposes or disclosing it to anyone outside of OpsFuse Technologies. Also, you agree that upon completion of your internship, you will promptly return any company-issued property and equipment along with information and documents belonging to the company.

By accepting this offer, you acknowledge that you understand participation in this program is not an offer of employment, and successful completion of the program does not entitle you to an employment offer from OpsFuse Technologies. Please make a note that employment offer is contingent upon performance during the internship period.

You will be on internship for a period of six months, from the date of joining. While on internship, the contract of service can be terminated by either party anytime with a notice period of 2 weeks.

Please be sure to submit listed documents in Appendix-A on your first day to complete your profile. In the meantime please feel free to contact Shruti@opsfuse.com with any questions.

We look forward to having you begin your career at OpsFuse Technologies and wish you a successful internship. Welcome to our team!

Rupali

Rupali Kumar
CEO, Opsfuse Technologies
(Authorized Signatory)

Salary Sheet		
Name of the Employee	Salim Shaikh	
Designation	Software Engineer (Intern)	
Offer Date	22nd Feb, 2021	
Joining Date	1 st March, 2021	
Stipend	15,000	

Appendix A:

List of documents to be submitted on the first day of joining.

- 1. PAN Card
- 2. Aadhar Card
- 3. Last year marksheet
- 4. Relieving letter from current employer(where applicable)
- 5. Bank Account Number

Date: 20/07/2021

Mr. Sandeep Gahininath Rupnar,
64/2, Dedgaon Road
Near Kokate Wasti
School, Maka, Ahmadnagar Maka,
Maharashtra 414501

Dear Mr. Sandeep Gahininath Rupnar,

01. Reference your application and subsequent interview for employment with Aloha, we are pleased to offer you the followings broad terms:

- a) Role: **Software Developer**
- b) Date of Joining: **20/07/2021**
- c) Cost to Company: **2,19,240** (Rs.) Per Annum (Two Lakh Nineteen Thousand Two Hundred Forty Only)

02. Probation Period:

You will be on training/probation for a period of six months. In the event of unsatisfactory performance during the training/probation period your services can be terminated. However, it can be extended at the sole discretion of Management you will continue to be on training/probation till such time as informed of confirmation in writing. During training/probation, your services may be terminated at a day's notice, without assigning any reason whatsoever.

03. Notice Period:

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; in the event of you having any incomplete assignment in hand requiring more than three months, the Company will have the discretion to relieve you only at the end of the completion of such assignment.

04. Agreement:

Our offer to you as an employee is subject to your executing the agreements as per the drafts. You will be required to submit the signed agreements at the time of joining duty.

Accepted



05. Transfer:

Your services can be transferred to any of our units/departments situated anywhere in India or abroad.

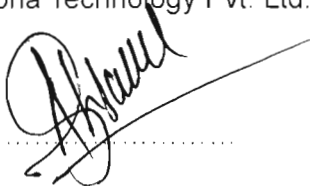
06. Other Terms & Conditions:

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 the Company. 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.

You will also be governed by the rules and regulations of the Company as applicable to your category of employees.

Thanking You

Yours sincerely,
Aloha Technology Pvt. Ltd.



(Authorised Signatory)

Accepted





ANNEXURE

Name Sandeep Gahininath Rupnar

Description	Gross Monthly	Per Annum
Gross Basic	15,200	1,82,400
Gross HRA	760	9,120
Gross Conveyance	0	0
SA	0	0
Gross Salary	15,960	1,91,520
PF Employer Contribution as per EPF Act	0	0
ESI Employer Contribution as per ESI Act	519	6,228
Bonus as per Payment of Bonus Act	1,060	12,720
Gratuity as per Payment of Gratuity Act	731	8,772
Total CTC	18,270	2,19,240

*Bonus will be applicable as per the Maharashtra Payment of Bonus Act 1965

Accepted



Offer: Computer Consultancy
Ref: TCSL/DT20195648640/Pune
Date: 15/02/2021

Ms. Sonam Ali
Village Dhubi NagadiDhubi,
Krishnanagar,
Krishnanagar-741126,
West Bengal.
Tel# 91-8459546645

Dear Sonam Ali,

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 **₹3,53,578/-** 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/DT20195648640

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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

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

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

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



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- 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 ₹6,000/- 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 ₹1,035/- 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 TCS Xplore / Xperience Program.

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 expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. 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. 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	Sonam Ali
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	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
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	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578

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

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

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

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

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

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

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



Annexure 3

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.



Offer: Computer Consultancy
Ref: TCSL/DT20195632639/Pune
Date: 13/09/2019

Ms. Aishwarya Shailendra Sonawane
Rajanigandha, 379 Bishop Lloyd Colony,
Savedi,
Ahmednagar-414003,
Maharashtra.
Tel# 91-9421436787

Dear Aishwarya Shailendra Sonawane,

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 **₹3,53,569/-** 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

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

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

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

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



Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹11,000/- 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 ₹4,400/- 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 ₹7,640/- 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 TCS Xplore Programme.

CITY ALLOWANCE

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

XPLORE/ LEARNING INCENTIVES

You will be eligible for Readiness Incentive AND/ OR Competency Incentive, basis your performance in TCS Xplore Program. The incentives gives you an additional earning potential of upto Rs.60,000 over and above your CTC during the first year.

OTHER BENEFITS

Health Insurance Scheme

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



HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

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



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are 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 in spite 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.



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	Aishwarya Shailendra Sonawane
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	11,000	1,32,000
Bouquet Of Benefits #	13,457	1,61,480
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	1,320	15,840
Gratuity	529	6,349
Total of Annual Components & Retirals	1,849	30,089
TOTAL GROSS	28,806	3,53,569
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 Programme.

**The Performance Pay is applicable upon successful completion of the TCS Xplore 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.

**** 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	4,400	52,800
Leave Travel Assistance	917	11,000
Food Card	500	6,000
Personal Allowance	7,640	91,680
GROSS BOUQUET OF BENEFITS	13,457	1,61,480



Annexure 2

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



Annexure 3

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.