

17<sup>th</sup> Aug 2021

Ms. Aditi Godse  
Flat No 6, Gopal park app  
Saubhagya nagar, nashik road  
Nashik  
Pincode: - 422101

Dear Aditi,

We are pleased to offer you the position of "Trainee Software Engineer" with Mastek at an annual CTC of Rs. 3.60 lacs per annum. A detailed offer cum appointment letter is attached herewith.

This appointment will be subject to your successful completion of the course with aggregate of 60% from the college which you are currently studying in.

This offer is valid only on clearance of your pre-employment Medical examination. Please note that you can be placed at any of the Mastek locations after joining.

You are requested to sign the duplicate copy of this letter, as a token of your acceptance.

We welcome you to the Mastek family, and look forward to a long and mutually beneficial association with you.

For Mastek Limited



Maninder Kapoor Puri  
Group Chief People Officer

Received & Accepted

Signature & Date

  
Prof. (Dr.) Sanebrao B. Bagal  
Principal  
Late G. N. Sapkal College of Engineering  
Anjaneri, Nashik-422 213.



## EMPLOYMENT OFFER LETTER

Cappgemini Ref: 5188543 /1018410,

11/17/2021,

Gauri Kiran Rakibe  
Nashik,,  
Nashik ,,  
India

Confidential

Dear Gauri Kiran Rakibe,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation India Limited ('Cappgemini' or 'Company') starting from 11/18/2021 (or such other date as may as per details given below.

A) Your current designation will be **Analyst/A4**

B) You will be required to work at the Company's offices in location **Pune**

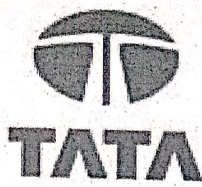
C) On joining you will be under probation for 6(six) months from the date of joining. During compensation (on a cost to company basis) will be **INR 300,002.00 (Rupees Three Lakh and Two)** Subsequent to your successful completion of training and probation after six months from your target compensation (on a cost to company basis) will be revised to **INR 390,006.00 (Rupees 3)** Please refer **Annexure -B** for details.

Your compensation shall be paid on a monthly basis, in arrears. The company shall deduct tax at

The breakup of your all-inclusive annual target compensation is as follows:

  
Prof.(Dr.) Sanjeev B. Bagal  
Principal  
Late G. N. Sapkal College of Engineering  
Anjaneri Nashik-422 213.





**Offer: Computer Consultancy**  
**Ref: TCSL/DT20207261738/Delhi**  
**Date: 16/11/2021**

Ms. Gaulan Prakash Kale  
Plot No 73, Sr.No 200a Trimbakeswar, Nashik,  
Shramiknagar,  
Nashik-422012,  
Mh.  
Tel# 91-9689756015

Dear Gaulan Prakash 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 ₹3,36,877/- per annum, as per the terms and conditions set out herein.

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

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

**TCS Confidential**  
**TCSL/DT20207261738**

**TATA CONSULTANCY SERVICES**  
**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com







## COMPENSATION AND BENEFITS

### **BASIC SALARY**

You will be eligible for a basic salary of ₹14,784/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

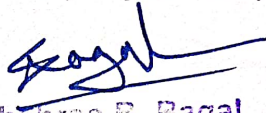
Your HRA will be ₹5,914/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

  
**Prof.(Dr.) Sahebrao B. Bagal**  
Principal  
Late G. N. Sapkal College of Engineering  
Anjaneri, Nashik-422 213.



TCS Confidential  
TCSL/DT20207261738

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### **TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**

5th Floor, PTI Building, 4, Parliament Street, New Delhi 110 001 India  
Tel: 91 11 6650 6555 Fax: 91 11 2331 1735 Website: www.tcs.com  
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021





Ref: HR

Dated: 19<sup>th</sup> November, 2020

## OFFER LETTER

To  
**Ms. Manjiri shivaji ahire,**

Pune.

This has reference to your application and the subsequent interviews you had with us. We are pleased to make you an offer for the position of **Trainee Engineer** with effect from **23<sup>rd</sup> November, 2020**. You will be based at our office in **Pune, India**. Your compensation will be **Rs. 2,40,000/-** (Rupees Two Lakhs Forty Thousand Only)

Your appointment letter comprising the detailed terms and conditions of your employment and the salary sheet will be given to you once you formally join us on the Date of Joining mentioned above.

We trust that the information and supporting document you have provided to us are true, based on which you have received this offer for employment. Should there be any discrepancy in the information provided by you, kindly update it before you sign and return the offer letter. We reserve our right to review and revoke this offer of employment, in the event any discrepancy is found in the future.

We request you to carry and submit the required documents with you on the Date of Joining as per the attached Joining Documents Checklist.

For a convenient joining process, the required joining documents should be uploaded and submitted as per the guidelines within 2 days of Offer Acceptance.

All the matters related to your appointment and compensation are strictly confidential and shall be treated as such at all times.

If you agree to all the above mentioned terms and conditions, we request you to confirm your acceptance of this offer by returning the duplicate copy of this letter duly signed by you. If you have received the offer letter through email, please send your acceptance through a reply mail within one day from the date of receipt of the e-mail. If you fail to accept the offer from **Cogniwise**, within 1 day, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Additionally, if you fail to report for onboarding formalities on the Date of Joining after accepting and signing this offer letter, you shall be liable to pay an amount equivalent to 1 (One) months Gross Salary for the loss that may be suffered by the Company as the Company has incurred cost towards recruitment and had also confirmed the seat for the said position.

We look forward to you joining our team and hope it is the beginning of a mutually fulfilling association.

Yours sincerely,  
Human Resource Department

Cogniwise

**I have read and accept the terms and conditions of this offer letter:**

Name : \_\_\_\_\_  
Signature : \_\_\_\_\_  
Date : \_\_\_\_\_

  
**Prof.(Dr.) Sahebrao B. Bagal**  
Principal  
Late G. N. Sapkal College of Engineering  
Anjaneri Nashik-422 213.





SEZ Unit 2-7th Floor, IT Building, M/s. Qubix Business Park Pvt. Ltd. SEZ, near Rajiv Gandhi Infotech Park, Phase-1 Hinjewadi, Pune- 411 057 Tel.: 02066046000/67119000

Ref:598892

Date: September 28, 2021

**Mr Mayur Musale**

Flat No. 16, NavAditya Society, Kamathwade Road, Trimurti Chowk ,  
Nashik, Maharashtra  
India - 422008.

**Dear Mayur Musale,**

We are pleased to confirm our offer of employment to you as **Associate Software Eng.** in Grade **G1**.

During your training cum probation period of 12 months, you are entitled to an annual gross compensation package of **Rs.450,000.00 (Rupees Four Lakh Fifty Thousand Only)** the breakup for which is given in Annexure A.

On successful completion of training cum probation period, you will be extended a full-time employment and your grade shall stand revised to G2. Changes in your compensation and other terms are subject to discretion of the company, statutory requirements, your performance in the company and other relevant criteria. Tax liability will be as per Income Tax rules.

**LOCATION**

The company may require you to work at any of the company locations or at the customer's site both within and outside India. You will be given reasonable notice of any travel or re-location requirement.

**MEDICLAIM INSURANCE**

- **Employee + Spouse + 2 Children:** All employees are entitled to a coverage of Group Mediclaim Insurance policy of an amount with maximum limit of Rs.3,00,000/- (Rupees Three Lakhs Only) from the day one with features like family floaters, maternity benefits etc. Employee can cover himself/herself and immediate family members i.e., legally wedded spouse and 2 dependent children (max. age up to 25 Yrs.) only.
- **Group Term Life Insurance:** All employees are entitled to a self-coverage of Group Term Life Insurance of an amount with maximum limit of Rs.20,00,000/- (Rupees Twenty Lakhs Only) from the day one.
- **Group Personal Accident Insurance:** All employees are entitled to a self-coverage of Group Personal Accident Insurance of an amount with maximum limit of Rs.25,00,000/- (Rupees Twenty-Five Lakhs Only) from the day one.
- **Parental Mediclaim Insurance:** In case, an employee wants to cover his/her dependent Parents or Parent-in-laws, he/she can enroll them under separate Voluntary Parents Mediclaim Policy.
- **Covid Insurance:** All employees are entitled to a self-coverage of Covid Insurance of an amount with maximum limit of Rs.50,000/- (Rupees Fifty Thousand Only) in case of hospitalization or home quarantine.

Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076

Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com

**SOLUTIONS PVT.LTD**

For more details on the above, employee can refer to the detailed Mediclaim policy available on company intranet or contact your location Facility Management Team.

**CODE OF CONDUCT**

We at Xoriant are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of the Company including the Code of Business Conduct and other policies of the Company as they form an integral part of the terms of your employment with Xoriant. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These Policies are updated/modified on a periodic basis and new Policies may be introduced and notified to the employees from time to time and you will be required to comply with the same.

**PROFESSIONAL ETHICS**

You will be required to deal with the Company's money, material and documents and other resources, with honesty and a high standard of ethics. If you are found guilty, at any point of time of moral turpitude or of dishonesty in dealing with the Company's money or material or documents or of theft or of misappropriation, regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

**Regd. Office : Winchester, 4th Floor, High Street, Hiranandani Business Park, Powai, Mumbai – 400076**  
**Tel : +91 22 3051 1000 Fax : + 91 22 3051 1111 CIN : U72900MH2002PTC138380 www.xoriant.com**





### **ANNUAL LEAVE/PUBLIC HOLIDAYS**

You will be entitled to 18 days of Privilege leaves and 8 days of Casual leaves per calendar year of service, on pro-rata basis. Privilege leaves will get credited in the first week of every month for the previous month at the rate of 1.5 days per month on pro-rata basis. Casual leaves shall be credited in the first week of every quarter, at the rate of 2 days per quarter on pro-rata basis.

Also, in case of separation, balance Privilege leaves will be paid (encashed) in Full & Final Settlement on the basis of basic pay.

### **NO DUAL EMPLOYMENT**

You shall devote your full time and attention to the performance of your duties incidental to your position with the Company. During your employment with the Company, you are refrained from taking up any other employment, consultancy, or any other job (with or without remuneration), without the prior written consent of the Company. In the event you breach the terms mentioned herein, the Company at its sole discretion may terminate your employment without any notice, with immediate effect.

### **NOTICE PERIOD/TERMINATION**

This contract of employment may be terminated by either party by giving sixty days written notice or gross monthly salary in lieu thereof.

Project allocation is subject to availability of positions in the respective project at the time of your joining. Kindly note that while you accept this offer, we will be initiating your reference check in parallel. In case of a negative reference check, this offer will stand cancelled. A detailed appointment letter will be issued to you on your date of joining us.

### **RELOCATION EXPENSES**

The termination of your employment with Xoriant Solutions for any reason on your own, or by the company for a cause like misconduct, fraud or moral turpitude, in each case within one year of your employment or transfer will result in forfeiture of your relocation expenses to be paid in full as part of the full and final settlement.

### **NON-DISCLOSURE AGREEMENT**

I **Mayur Musale**, acknowledge that once I accept this offer letter any information concerning Xoriant Solutions Pvt. Ltd (including but not limited to pre-onboarding learning modules and learning platform details, trade secrets and other proprietary information) is of a highly confidential nature, and that, as a result of my employment with Xoriant Solutions Pvt. Ltd prior to and during the Term are proprietary and confidential information concerning the business of Xoriant Solutions Pvt. Ltd and/or other members of the Xoriant Solutions Pvt. Ltd which, if known to the competitors, would damage Xoriant Solutions Pvt. Ltd businesses. Accordingly, I hereby agree that prior on onboarding, during the Term and thereafter, I shall not divulge or appropriate for my own use, or for the use or benefit of any third party (other than Xoriant Solutions Pvt. Ltd and its representatives, or as directed in writing by Xoriant Solutions Pvt. Ltd), any information or knowledge concerning the business or internal, proprietary information of Xoriant Solutions Pvt. Ltd which is not generally available to the parties outside Xoriant Solutions Pvt Ltd.

**Mayur Musale**, we believe that people form the strongest foundation pillar of our organization. Our commitment lies in maintaining a challenging and intellectually stimulating environment with a high degree of ethical sensitivity. We look forward to having you join Xoriant Solutions Pvt. Ltd. Please do not hesitate to contact me if you need any further assistance.

In case of any query please feel to contact **Dhawal Prakash Patil**  
email: **Dhawal.Patil@Xoriant.Com**.

**Sincerely**  
**For Xoriant Solutions Pvt.Ltd**

A handwritten signature in black ink, reading "Vaishali Walimbe", is written over a solid black horizontal line. The signature is slanted upwards from left to right.

**Vaishali Walimbe**  
**Director, Talent Acquisition**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**

**Mayur Musale**

**Agreed & Accepted on**

**Mayur Musale**



<b>Annexure A</b>
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<b>SALARY STRUCTURE</b>	<b>PER MONTH</b>	<b>PER ANNUM</b>
BASIC	11,250	135,000
HOUSE RENT ALLOWANCE	5,625	67,500
CONVEYANCE ALLOWANCE	1,600	19,200
FIXED ALLOWANCE	12,268	147,210
MEAL COUPON	2,200	26,400
GIFT CARD	417	5,000
FLEXI PLAN	0	0
<b>A</b>	<b>33,360</b>	<b>400,310</b>
MEDICAL ALLOWANCE	1,250	15,000
LEAVE TRAVEL ASSISTANCE	1,000	12,000
<b>B</b>	<b>2,250</b>	<b>27,000</b>
<b>C = A + B</b>	<b>35,610</b>	<b>427,310</b>
PROVIDENT FUND	1,350	16,200
GRATUITY	541	6,490
<b>D</b>	<b>1,891</b>	<b>22,690</b>
<b>CTC = C + D</b>	<b>37,500</b>	<b>450,000</b>

Sincerely

For Xoriant Solutions Pvt.Ltd

**Vaishali Walimbe**  
Director, Talent Acquisition

**Agreed & Accepted on**

**Mayur Musale**

**HR Signatory**  
**Actual Date of Joining:**

**Agreed & Accepted on**  
**Mayur Musale**







## **ANNEXURE B**

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

### **BASIC**

It is the basic amount of the CTC which is around 30% of the CTC and is taxable on all cases.

### **HRA**

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

### **CONVEYANCE ALLOWANCE**

Conveyance up to Rs.1600/- PM (Rupees One Thousand and Six Hundred Only Per Month) totaling to Rs.19200/- PA is taxable.

### **FIXED ALLOWANCE**

Taxable

### **MEAL COUPON**

These are the ticket coupons which are received on monthly basis and are exempt if claimed as coupons.

### **GIFT CARD**

Tax free to the extent of Rs.5000/-pa (Rupees Five Thousand Only) per annum. It is given before Diwali. If Employee joins after Diwali, Gift card will be given in March.

### **FLEXI PLAN**

This is a taxable portion wherein the employee claims (any or all) Meal Coupons, Gift Card, LTA, PF in their salary as taxable

### **MEDICAL ALLOWANCE**

Medical Allowance up to Rs.1250/- PM (Rupees One Thousand Two Hundred and Fifty Only Per Month) totaling to Rs.15000/- PA is Taxable.

### **LEAVE TRAVEL ASSISTANCE**

New employees are eligible for LTA provided leave is taken as per the rules of the Company. The maximum LTA that can be reimbursed is as per the amount mentioned in your CTC. This component is processed only on submission of bills. Employee can produce only Air / Train Tickets. If bills are not submitted then the entire amount is paid as taxable at the end of Year.

### **PROVIDENT FUND**

You can participate in the Company's Employee's Provident Fund scheme, wherein the Company will match your annual contribution of 12% of your annual basic salary. The details are given in the Annexure.



**GRATUITY**

On completion of five years of service with the company, you will be eligible for gratuity as per the Payment of Gratuity Act. This amount will accrue to your account annually.

**Sincerely**

**For Xoriant Solutions Pvt.Ltd**

**HR Signatory**

**Actual Date of Joining:**

**Agreed & Accepted on**

**Mayur Musale**



**ANNEXURE C  
DOCUMENT CHECK LIST**

At the time of joining, you are requested to submit one independent set of photocopies of all the following documents:

<b>Sr.No</b>	<b>Particulars</b>
1.	Colour passport sized photographs – 8 Nos.
2	Color photograph's soft copy for Company photo ID card <ul style="list-style-type: none"> <li>· Specification as per Id photo design are:</li> <li>· Having fixed width of 520px</li> <li>· Left crop by right shoulder of employee , photo with standing position at 30 degree towards right side</li> <li>· Bottom crop by 3rd button of shirt just below the chest</li> <li>· Background should be white</li> </ul>
3.	Certificates supporting your education qualifications: <ul style="list-style-type: none"> <li>· SSC &amp; HSC Mark sheets</li> <li>· Mark sheets (All Semesters) and convocation certificates of degree/ post graduation.</li> <li>· Additional Education Certificate and Mark sheets if any (Eg. Diploma, NIIT, MCSD, Novell Netware etc.)</li> </ul>
4.	Following employment documents for previous all employers: <ul style="list-style-type: none"> <li>· Appointment letter</li> <li>· Experience and relieving certificates.</li> <li>· Last 2 month's pay slip</li> </ul>
5.	Valid passport ( include if any previous visa / Work Permit authorization
6.	Pan Card
7.	Marriage Certificate
8.	Residential Proof Documents for opening bank account



**SOLUTIONS PVT.LTD**

**I have read the contents of this letter and accept all the terms and conditions of this offer and the enclosed annexure in their totality and also confirm that I shall not be legally or otherwise entitled to any other perquisites, facilities, benefits, etc. than the mentioned in the same, either monitory or otherwise, unless and until the Company specifically agrees in writing ,herein after.**

**Name:Mayur Musale**

**Sign: \_\_\_\_\_**

- 1) Annexure A: Salary Break up**
- 2) Annexure B: Description of Salary Break up**
- 3) Annexure C: Document**

This Offer Letter is deemed to be treated as Appointment Letter upon you joining the company.

**Sincerely**

**For Xoriant Solutions Pvt.Ltd**

**Vaishali Walimbe  
Director, Talent Acquisition**

**Agreed & Accepted on**

**Mayur Musale**

**HR Signatory  
Actual Date of Joining:**

**Agreed & Accepted on**

**Mayur Musale**

Offer electronically accepted by: Musale, Mayur  
Offer electronically accepted on: Sep 28, 2021 10:38 PM  
Offer electronically accepted from: 106.79.208.181

TEVA 10/03



SHUBHAM NEHETE  
2107066





Private & Confidential

May 19, 2023  
Mr/Ms. Rakesh Rokade,  
Pathrdi Fata  
Nashik, 422010

**Re: Letter of Appointment**

Dear Mr/Ms. Rakesh Rokade,

Congratulations! We are delighted to offer you employment with Tata Technologies as a **IT Engineer** with Annual Total Cost to Company of **INR 5,71,486 (Rupees Five Lakhs Seventy One Thousand Four Hundred and Eighty Six Only)**. Our aim is to provide you with a challenging and fulfilling experience to deliver your full potential and achieve your personal goals.

Please join us on **May 26, 2023 @ 0800 Hrs** and report to:

**Onboarding Team or Shweta Sawant**

25, Rajiv Gandhi IT Park Hinjewadi Phase - 1 Pune - 411057

Please go through the following enclosed documents comprehensively.

- |   |                                    |              |
|---|------------------------------------|--------------|
| 1 | Terms and Conditions of Employment | - Annexure A |
| 2 | Compensation Break-up              | - Annexure B |
| 3 | Summary of Benefits                | - Annexure C |

Please read all these documents carefully and follow the instructions meticulously. In case you require any clarifications, please contact -

Onboarding Team - [Tatatechnologies.Onboarding@tatatechnologies.com](mailto:Tatatechnologies.Onboarding@tatatechnologies.com)

For any queries related to your offer / onboarding process please write to Shweta Sawant on [shweta.sawant@tatatechnologies.com](mailto:shweta.sawant@tatatechnologies.com)

Welcome to Tata Technologies. We wish you a long, rewarding and fulfilling career and look forward to your joining us.

With Warm Regards,

**Rambabu Srinivas**

**Sr. VP and Global - TA and RMG**

**TATA TECHNOLOGIES**

Tata Technologies Limited

Registered Office 25 Rajiv Gandhi Infotech Park Hinjewadi Pune 411057 India  
Tel +91 20 6652 9090 Fax +91 20 6652 9035 web [www.tatatechnologies.com](http://www.tatatechnologies.com)

**Annexure A**

**Terms and Conditions of Employment**

FOR:

**Mr/Ms. Rakesh Rokade**

**Pathrdi Fata  
Nashik, 422010**

In pursuance to our discussions with you on offering you a position with Tata Technologies, we are pleased to present you our appointment letter based on the following terms and conditions.

**1. Designation & Work location**

You will be designated as "IT Engineer" based at PIMPRI. Please note however, that the company reserves right to later transfer its employees to any other department or location, based on organizational needs.

However please note that the company reserves the right to transfer its employees to any unit(s)/ department(s) or office(s) of the company or of its Affiliates and /or the office of the Company's Customer ("Work Location"), other than the one an employee was initially hired to work for.

**2. Remuneration**

Your Annual Total Cost to Company shall be **INR 5,71,486 (Rupees Five Lakhs Seventy One Thousand Four Hundred and Eighty Six Only)**. Thereafter, the company norms and practices will apply. The break-up of your remuneration is attached as Annexure "B".

You will be paid your remuneration 1st day of subsequent month through a bank transfer broken into twelve equal installments or proportionately for a lesser period based on your attendance accruing to you. In case of adverse market conditions, depending upon its impact on Company performance, the company reserves its rights to modify, reduce and alter your compensation & benefit structure consistent with its overall policy by giving you advance notice of one month.

**3. Unauthorized Absence & Alternate Engagement:**

Absence for a continuous period of three days without intimation is construed as "Unauthorized Absence". This is considered as an act of serious misconduct. You shall devote full time to the work of the Company and shall not undertake any direct/indirect business or any other assignment whether honorary or remunerative or accept any reward except with prior written permission of the Company.

Any violation of the above invokes disciplinary action and may lead to termination of employment.

**4. Income Tax**

All payments received by you from the Company are subject to Income tax deducted at source as per the Income tax rules applicable from time to time. However, the onus to satisfy your Assessing Officer regarding your tax liability shall exclusively lie with you.



## **5. Benefits**

In addition to the above, you will be entitled for various benefits & perquisites enumerated in detail in **Annexure C**. All retirement benefits like gratuity, provident fund and medical benefits shall form part of your total compensation.

## **6. Superannuation**

You shall retire from the services of the Company on attainment of sixty years of age.

## **7. PTO / Holidays**

You shall be governed by the provisions of Paid Time Off (PTO) policy.

## **8. Code of Conduct**

With the acceptance of this letter, you will undertake to abide by the guidelines of the Tata Code of Conduct (TCOC) and will be required to demonstrate appropriate behavior towards its adherence and cherish the values propagated by the Company.

## **9. Background Check**

The Company reserves its right to engage a professional agency to verify information provided by you in your application or thereafter. If a background check raises doubts on any of the details furnished by you, and the Company feels the need to further validate such facts, the Company may ask you for any further information and documents as it deems necessary, to substantiate information you have provided earlier.

If the background checks fail to confirm authenticity of any of the above mentioned information, the Company reserves the right to withdraw this employment offer or terminate your services immediately and recover/withhold any sums paid/due to you that was rightly not payable, had the absence of authenticity been known prior to your joining the services of the Company.

## **10. Data Protection and Privacy**

You shall not divulge to anyone, whether a direct competitor or otherwise, by word of mouth or otherwise any particulars or details of our security source code, security arrangements and administrative and / or organizational matters whether confidential, secret or otherwise, which you may acquire during the course of your employment with the Company. You shall also use your best endeavor to prevent the disclosure, communication and publication of any confidential information.

On joining, you will be required to sign the 'Confidential Non-Disclosure Agreement' which shall form part of the appointment letter and terms incorporated herein by reference. The Company reserves the right to initiate legal action against you in case of breach of the Individual Confidential Non-Disclosure Agreement.

You further give your explicit consent that Tata Technologies may transfer any of your personal data to any other company within the Tata Technologies Group of Companies globally, in connection with the conduct of business.

You also give your explicit consent to Tata Technologies disclosing your personal data limited to that required for the purposes of performing your job for clients, potential clients, suppliers, and other third parties that you may have reason to be in contact with in pursuance of your job. It is essential that your personal records are accurate and kept up to date. It is your responsibility to notify the HR department and update the information in Personal Information Tab in Employee Self Service Portal.

## **11. Conflict of Interest**

In the event of your decision to sever the relationship with the Company, you shall ensure that your new assignment does not conflict directly or indirectly with the interest of the Company and/or customers with whom you were engaged during the employment with the Company.

## **12. Medical Fitness**

Your appointment and continuance of your employment with the Company is subject to you being physically fit to carry out the jobs assigned by the Company. We presume that the validity of answers you gave in our “Candidate Self Declaration” under Application Form still prevails. If this presumption is incorrect, on account of any medical condition that developed subsequently, you are obligated to declare this before joining. You undertake to inform your Reporting Manager & HR Manager immediately if any serious medical conditions arise whilst in service.

Any concealment of correct & up-to-date information will be treated as a breach of trust and invoke disciplinary action and possible dismissal from services.

## **13. Separation**

Your appointment is subject to termination with three months’ notice by you or by the Company. You should be fully available for company work during the notice period. Absence of notice period of three months or part thereof, invokes a payment of three months’ basic salary or part thereof by you to the Company or by the Company to you, as the case may be, in lieu of the notice period. However, accepting a notice period less than three months is entirely at the Company's discretion. The Company is not under any compulsion to accept an employee’s offer to surrender the basic salary in lieu of notice period or part thereof. Not with standing what has been mentioned above, the Company may also terminate your appointment with immediate effect and without notice period, if you are found guilty of serious misconduct.

## **14. General**

This appointment letter shall supersede all other terms and conditions, agreements, service conditions, practices, usages & customs in the past whether expressed or implied.

If the terms and conditions are acceptable to you, we ask you to kindly accept the copy of this appointment letter within 3 days to the Company. In case we do not receive a formal acceptance within

above mentioned period, this appointment letter will be treated as cancelled unless your joining date is extended in writing by the Company.

This offer is subject to clearing the background verification process and submission of pre-employment documentation as requested by Tata Technologies Ltd. within 7 days of issuance of the offer. In case of any non - compliance in submission of documents and discrepancy found as a result of Background Verification, the company retains the right to revoke the offer issued.

You will be governed by existing and newly introduced policies as amended from time to time.

By joining the company, it is presumed that you have accepted all terms and conditions of this appointment letter.

While welcoming you in the family of Tata Technologies, we hope you would excel in your endeavors and add value to yourself and the Company.

Welcome onboard.

Yours faithfully,



**Vibhanshu Agnihotri**

#### **Global Head-Performance and Rewards**

"I have read the appointment letter and accept the terms and conditions set out and shall abide by the same. I will join the Organization effective: **May 26, 2023**.

I further agree that by accepting this offer in person or digitally over email, I have carefully considered and obtained appropriate counsel, wherever necessary on the nature and extent of the restrictions, rights and remedies conferred upon the Company under this appointment letter and hereby acknowledge and agree that the covenants contained in this agreement are supported by good and valuable consideration, are reasonable in time and are reasonably necessary to protect the legitimate business interests of the Company.



# Tablabs Technologies

## Letter Of Offer

Out. No.24/Tablabs/OL/HRD

Date: 19<sup>th</sup> August 2022

Dear Priyanka Bagul,

Congratulations! and welcome to the Tablabs family.

With respect to the discussions we have had, we are delighted to offer you a position as Software Developer with us on the following terms and conditions.

Please refer to Annexure-1 for your salary structure.

On joining you will be subject to the employee policies and practices of Tablabs Technologies Pvt Ltd. A summary of the present policies is included as Annexure -2 to this offer letter for your reference. Also refer to Annexure-3 for the list of documents to be submitted at the time of joining.

Date of Joining	22 <sup>th</sup> August 2022
Gross salary	30,000/- INR per month

Joining Location: Tablabs Technologies Pvt Ltd , Legend Homes, Row House No-3, Plot No-8, Sr. No-81/1, near OrchidSchool, Baner, Pune

You would be eligible for appraisal in Yearly (August 2023) Cycle.

Tablabs holds the right to defer or cancel this offer at any time before or after your joining in case any information furnished by you is found incorrect or misleading.

Thanking you,  
Sincerely

For Tablabs Technologies Pvt Ltd

*13.S.Shah*

Tablabs Technologies Pvt Ltd

Legend Homes, Row House No-3, Plot No-8, Sr. No-81/1, near Orchid School, Baner, Pune, Maharashtra 411045.

[www.tablabs.in](http://www.tablabs.in)



# Tablabs Technologies

## Annexure 1 - Salary Structure

Name: Priyanka Bagul

Designation : Software Developer

	<i>Monthly</i>	<i>Annually</i>	<i>Remarks</i>
<b>Basic</b>			
Basic Pay	12,000	144000	
<b>Allowances</b>			
Housing Allowance	6,000	72,000	50% of Basic Pay, Tax exemption as per IT rules
Communication Allowance	4,000	48,000	
Conveyance Allowance	2,000	24,000	
Medical and Transport Allowance	3,000	36,000	
Reimbursements and Other Benefits	3000	36,000	
Total Compensation	30,000	360,000	
<b>Professional Tax</b>			
Professional Tax	200	2400	
Annual Cost to Company (CTC)	29,800	357,600	

13.S.Shah



# Tablabs Technologies

## Annexure 2 - Policies

### 1. Date of joining:

This offer for employment is subject to your joining and reporting to the designated Tablabs on August 22<sup>th</sup>, 2022, failing which this offer will stand withdrawn. In case of such withdrawal of offer, Tablabs reserves the right to re-consider or reject your employment with Tablabs.

### 2. Work location and transfer:

Your initial location after joining will be at Tablabs Pune office. This offer is subject to your preparedness to work in any of the locations of Tablabs or its affiliates. Your services are transferable and you may be assigned to any office of Tablabs or an associate company.

### 3. Background verification:

This offer for employment is subject to the satisfactory completion of your background reference check, which includes verification of your past employment details based on the documents and information furnished by you at the time of joining Tablabs and verification of all other documents submitted by you as a reference for your educational qualifications or any other credentials. In case you are unable to furnish necessary documents and information for completing your background reference check or in case you furnish any misleading information or false documents, Tablabs reserves the right to terminate your employment irrespective of anything to the contrary in the Company's Policies.

### 4. Travel and passport:

You should possess a valid passport during your employment with Tablabs. In case you do not have a valid passport at the time of joining, you should get one issued within three months from the date of joining.

### 5. Confidentiality and return of materials:

You will be required to maintain organizational secrecy and confidentiality with respect to information and procedures followed in Tablabs. You should not disclose any information/materials that are an intellectual property of Tablabs, its associate companies, or clients.





# Tablabs Technologies

## 6. Non-competition:

During the term of your employment with Tablabs, you will not engage in any other employment, occupation, consulting, or other business activity related to the business in which Tablabs is now involved or becomes involved during the term of your employment. You will not engage in any other activity that conflicts with your obligations to Tablabs during the term of your employment and for one year thereafter without the prior written consent of Tablabs.

## 7. Leaves and holidays:

You will be entitled to 20 planned leaves and 8 unplanned (pro-rata) leaves in every calendar year. The planned leaves will be credited semi-annually at the rate of 6.5 leaves. Unplanned leaves will be credited as per Company policy. The list of national holidays is declared by the HR department at the beginning of each year. Based on your date of joining, your leaves will be prorated.

## 8. Appraisal:

Your performance shall be assessed at regular time intervals and you shall be eligible for salary revision based on your performance and your capability as well as company's performance. Your designation may change at the discretion of the Company.

## 9. Termination and resignation:

- Termination: Tablabs reserves the right to terminate the services of an employee:
  - a) with or without cause by providing 60 days' notice or 60 day's salary instead of the notice period.
  - b) Without notice in the following cases:
    - i. If the employee is absent or on unauthorized leave without notice in writing or without sufficient reasons for seven days or more
    - ii. If the employee goes on a strike or supports a strike in contravention of any law for the time being in force
    - iii. The employee causes damage to the physical or intellectual property of Tablabs or any of its clients/associates

*13.S.Shah*



## Annexure 3 - Documents

### Educational Documents:

1. 10th and 12th/Diploma mark sheets
2. Degree certificate and mark sheet (all semesters/years)
3. PG certificate and mark sheet (if applicable – for all semesters/years)
4. Any Certification mark sheet/certificate

- Employment documents:

- Relieving and Experience letter from past 2 employers
- Last 3 salary slips
- Salary proof of fixed and variable components (appointment/increment letter)
- Bank statement for last 3 months (if working on contract)

- Personal documents:

- Marriage certificate (if applicable)

- 3 passport size photographs
- Passport
- PAN (Permanent Account Number) Card
- Aadhar Card

B.S.Shah



01 December 2022

**Ms. Aditi Ghumare**

**Dear Aditi,**

### **LETTER OF APPOINTMENT**

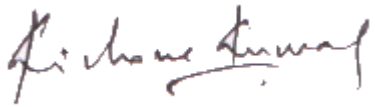
We are pleased to appoint you at the position of **Software Engineer** on the following terms and conditions.

1. Your appointment will date from **1 December 2022**.
2. You should note that the salaries are consolidated, i.e. are inclusive of Dearness Allowance. You will be eligible for the other allowances and benefits as per the company rules.
3. You will be working at companies premises at **Pune**. You will be subject to the general rules of conduct, discipline, leave rules, holidays, hours of work, etc. that are prevailing in the Company or may be brought into force from time to time. You will also be eligible for 20 working days paid vacation per year, prorated as per your date of joining.
4. You may be required to undertake tours to client's location or other business assignments in connection with the company's business. You will be eligible for traveling expenses and other allowances according to the rules in force at that time.
5. Your service may be terminated by the Company at any time by either giving you one month's notice or payment of one months fixed Salary in lieu of notice. Similarly, it will be permissible for you to resign from our services subject to your giving the Company one month's notice in writing of your intention to do so. If you should leave the Company's service without notice, you will be liable to pay to the Company a sum equivalent to one months fixed Salary or you will be liable to be sued for damages. If at any time you are found guilty of misconduct, your services may be terminated without notice or payment in lieu of notice in accordance with the law.
6. You will be required to undertake a Confidentiality Agreement effective from the date of joining. The Confidentiality Agreement is to ensure that all proprietary information, documents, literature, invention obtained/made during your tenure with Prorigo Software will not be utilized by you at any point to undermine the interests of Prorigo Software. We will be happy to provide the details of the Confidentiality Agreement.
7. You will be required to abide by the organization's policies in force from time to time.

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

Welcome onboard.

With warm regards,



**Kishore Kumar**

**Head – Human Resource,  
Prorigo Software Pvt. Ltd.**

I accept the above appointment and my date of joining is : \_\_\_\_\_

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

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

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

**ANNEXURE 1**  
**(Compensation details)**

**Name** : **Ms. Aditi Ghumare**  
**Designation** : **Software Engineer**  
**Group** : **Delivery**  
**Location** : **Pune**  
**Salary Components** :

<b>COMPONENT</b>	<b>Monthly (RS)</b>	<b>Annual (RS)</b>
BASIC	15000	180000
HRA	7500	90000
SPECIAL ALLOWANCE	2181	26168
LEAVE TRAVEL ALLOWANCE	4000	48000
Employer contribution to PF	1986	23832
VARIABLE PAY	1667	20000
<b>Base Salary</b>	<b>32333</b>	<b>388000</b>
Annual Bonus		<b>12000</b>
<b>Total Gross Salary</b>		<b>400000</b>
<b>Non Cash Benefits</b>		
Flexi Basket		50000
<b>Non Cash Benefits</b>		
Gratuiy		8658
Mediclaime Insurance		15000
<b>Cost to the Company</b>		<b>473658</b>

**Notes:**

- The above components of the salary structure can change to be in accordance with the structure prevalent in the organization.
- Also please note that Medical insurance is provided for employee, their spouse and 2 kids as fringe benefits and the cost is borne by the organization.

HRD/3T/1002392759/21-22

September 20, 2021

Mr. Sohail Pathan  
Plot No. 6, Vidya Vihar Colony  
Sadguru Nagar, Nashik Road  
Nashik.-422098  
India

Ph: +91-9405308126

Dear Sohail,

Welcome to Infosys!

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

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

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

Warm regards,

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.09.20 12:24:38 IST  
Reason: Digitally Signed  
Location: Bangalore

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



HRD/1002392759/21-22

September 20, 2021

Mr. Sohail Pathan  
Plot No. 6, Vidya Vihar Colony  
Sadguru Nagar, Nashik Road  
Nashik.-422098  
India

Ph: +91-9405308126

Dear Sohail,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **30-Sep-2021**.

### **Location**

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

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

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

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

## **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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

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

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

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

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

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

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

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

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

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

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

Yours sincerely,


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

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

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

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

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

 Signature Not Verified  
Digitally signed by Richard Lobo  
Date: 2021.09.20 12:24:38 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  
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askus@infosys.com  
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**ANNEXURE - I**  
(Compensation during the Training)

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

**ANNEXURE - II**  
(Compensation post Unit allocation)

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

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

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

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

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

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

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

HRD/3T/1002792231/21-22

December 16, 2021

Mr. Shubham Purkar  
Jadhav Sankul Trimbak Road,  
Ashoknagar-B  
Nashik-422011  
India

Ph: +91-9767533895

Dear Shubham,

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: 2021.12.16 22:09:45 IST  
Reason: Digitally Signed  
Location: Bangalore

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

HRD/1002792231/21-22

December 16, 2021

Mr. Shubham Purkar  
Jadhav Sankul Trimbak Road,  
Ashoknagar-B  
Nashik-422011  
India

Ph: +91-9767533895

Dear Shubham,

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

Here are the terms and conditions of our offer:

### **Joining**

Your scheduled date of employment with us will be **23-Dec-2021**.

### **Location**

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

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

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

### **Training**

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

## **Probation and Confirmation**

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

## **Leave**

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## **Agreement**

Our offer to you as **Systems Engineer** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

## **Compensation and Benefits**

### **Salary**

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month** . The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### **Training Performance - linked Incentive**

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

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

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

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

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

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

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

### **National Pension Scheme**

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

### **Insurance**

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

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

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

## **Notice Period**

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

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

## **Background Checks**

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

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

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

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

## **Other Terms and Conditions**

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



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

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

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

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

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

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

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

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

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

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

Yours sincerely,

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

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

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

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

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

Signature Not Verified

Digitally signed by Richard Lobo  
Date: 2021.12.16 22:09:45 IST  
Reason: Digitally Signed  
Location: Bangalore

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

**ANNEXURE - I**  
(Compensation during the Training)

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

**ANNEXURE - II**  
(Compensation post Unit allocation)

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

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

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

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

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

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

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

vyomlabs

An ACCSCIENT Company



**Kiran Nagare**

Emp. Code: A3434

Blood Gp: B+ve

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[www.vyomlabs.com](http://www.vyomlabs.com)

Ref: 862651/2045291/ELTP

23-MAR-2022

**Ms. Damini Kailas Pawar**  
**Nashik (Mah) - 422013**  
**Mobile: 7028649911**

**Subject: Offer of Appointment**

Dear **Ms. Damini Kailas Pawar**

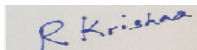
It is our pleasure to welcome you to **Tech Mahindra Limited**.

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme**. However, in the current COVID situation, the Company hereby allows you to work from your hometown or any other place in India. However you shall be required to report to your base location as and when required by the Company. Any travel for official work must be in strict compliance with the prevailing travel policy of the Company. While you are working from home, if you wish to travel outside India in your personal capacity, you shall inform in advance in writing to your reporting manager and Business HR SPOC. You may be permitted to travel outside India only after approval of your reporting Manager and BHR lead.
2. You will be on probation for a period of **3 months** from the date of joining the Company during which you will be on training. The training program called "**Entry Level Integrated Training and Enablement**"(**ELITE**) will include classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.
3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.
4. Your remuneration while on probation has been detailed in **Annexure A**. Upon confirmation, your "Annual Total Cash Compensation" will be **Indian Rupees 3,25,000 (Rupees Three Lac Twenty Five Thousand Only)**. Please refer **Annexure B** for details on the compensation and statutory deductions.
5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
6. This offer is valid subject to your fulfilling the following:-
  - The academic criteria of minimum aggregate of 60% or as communicated to you at the time of interview;
  - Meeting the set eligibility criteria at the end of your academic course
  - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
  - Submission of all necessary legal documentation pertaining to your employment.



7. You are required to sign a **service bond (Draft at Annexure J)** with our organization for a sum of **Indian Rupees 1,00,000/- (Rupees One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (Rupees Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.
8. Your employment with us will be governed by terms and conditions as specified in **Annexure C**.
9. You are required to join on **30-MAR-2022** at the address mentioned in the below Paragraph for training. This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. The location of posting would be communicated to you upon successful completion of training.
10. You are requested to report to **Nilesh Waghmare** at **9:00 AM** through Virtual Joining Process to complete the joining formalities at **TECH MAHINDRA LTD, PLOT NO 01, RAJIV GANDHI INFOTECH PARK, PHASE 3, HINJEWADI, PUNE, SPECIAL ECONOMIC ZONE, PUNE-411057(MAHARASHTRA), INDIA.**, You are required to submit soft copies of the original documents as per **Annexure D** to the recruiter and HR Team respectively.
11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per Annexure ?D. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier , the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.
13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **30-MAR-2022**.

For Tech Mahindra Limited



Krishna Ramaswami



## Head - Resource Management Group

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

Date:

Signature:

**Damini Kailas Pawar**

## ANNEXURE - A

NAME	<b>Ms Damini Kailas Pawar</b>	
TITLE	<b>Associate Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>PUNE</b>	
	<b>COMPONENTS</b>	<b>Per Annum (All figures in INR)</b>
	BASIC (@40% OF TOTAL FIXED PAY)	89393
	HRA (@70% OF BASIC)	62575
	BONUS / STATUTORY BONUS	48000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	10727
	FLEXIBLE COMPONENTS OF TFP	12787
	<b>TOTAL FIXED PAY..... (A)</b>	<b>223482</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>24831</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>11687</b>
	GRATUITY	4300
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>260000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** , You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay.

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

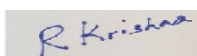
## ANNEXURE A (Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
  - b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self +spouse+up to 2 children) will be **INR 2 lakh**.
  - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
  - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

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

For Tech Mahindra Limited,



**Krishna Ramaswami**  
**Head - Resource Management Group**

## ANNEXURE - B

NAME	<b>Ms Damini Kailas Pawar</b>	
TITLE	<b>Associate Software Engineer</b>	
BAND	<b>U1</b>	
LOCATION	<b>PUNE</b>	
	<b>COMPONENTS</b>	<b>Per Annum (All figures in INR)</b>
	BASIC (@40% OF TOTAL FIXED PAY)	112394
	HRA (@70% OF BASIC)	78676
	BONUS / STATUTORY BONUS	48000
	EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	13487
	FLEXIBLE COMPONENTS OF TFP	28428
	<b>TOTAL FIXED PAY.....(A)</b>	<b>280985</b>
	<b>TOTAL VARIABLE PAY (TVP)..... (B)</b>	<b>31221</b>
	<b>ADDITIONAL BENEFITS..... (C)</b>	<b>12794</b>
	GRATUITY	5407
	INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	7387
	<b>TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)</b>	<b>325000</b>

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Company specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the Company's records.
- Flexible Benefit Plan (as applicable):** You are eligible to choose a combination of the Components as mentioned below, subject to the individual maximum limits as mentioned against each of them, balance if any shall be paid as taxable amount under Additional Personal Pay

Component	Max Limit
Leave Travel Assistance	12000
Meal Card	26400

(Contd...)

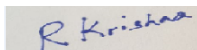
## ANNEXURE B(Contd...)

- 3. Additional Benefits:** Associates shall be eligible for below mentioned benefits:
- a) **Group Term Life Insurance (GTLI) Coverage:** You would be eligible to be covered under the Group Term Life Insurance Cover, providing Life Insurance Coverage to the associates by paying a lump sum benefit of **INR 20 lakh** to the beneficiary on the unfortunate death of the associate
  - b) **Group Medical Coverage Plan (GMIP):** You would also be enrolled under the existing Medical Insurance scheme of the Company with a cover of **INR 3 lakh** (floating cover) applicable to Self, Spouse, 2 children & 2 parents. Cost of coverage of parents (if opted for) will be borne by you. If enrolments of parents is not opted for, the applicable cover (for self only OR self + spouse + up to 2 children) will be **INR 2 lakh**.
  - c) **Group Personal Accident Insurance (GPAI) Coverage:** You would be enrolled under the Company's GPAI scheme with a cover of up to **INR 5 lakh** payable in case of permanent disablement arising out of any unfortunate event of an accident.
- 4. Deductions:**
- a) The Company shall make any deductions from the salary, as it may be stated in the respective policies from time to time. For example, deductions towards Company provided transport, non-adherence as per disciplinary policies etc.
  - b) **Statutory Deductions:** Tech Mahindra Limited shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request by Tech Mahindra, provide documents/proofs of such payments.

### Notes:

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

## For Tech Mahindra Limited



**Krishna Ramaswami**  
**Head - Resource Management Group**

## ANNEXURE ? C

### 1. Terms and Conditions

#### (a) Code of Conduct.

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

#### (b) Secrecy

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

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

#### (c) Conflict of Interest

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

#### (d) Non-Solicitation / Non-Compete

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

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

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

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

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

You hereby covenant and undertake that you will:

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

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

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

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

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

(g) **Mandatory Period of Service**

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



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

In the event of:

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

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

## 2. Assignments/Transfer/Deputation

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

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

## 3. Termination of Employment

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

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

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

## 5. **Company Policies**

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

## 6. **Personal Indebtedness**

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

## 7. **Restraints**

### **Access to Information**

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

### **Authorization**

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

### **Smoking**

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

### **Passwords**

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

### **Unauthorized Software**

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

### **Security**

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

from the security staff after the authorization from your mentor.

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

(a) **Destroying Papers & Material**

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

(b) **Use of Company Resources**

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

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

8. **Overseas Service Agreement**

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

9. **Intellectual Property Rights**

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

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

10. **Jurisdiction**

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

## 11. Retirement

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

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

## 12. General

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

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

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

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

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

**Name in full** :

**Signature** :

**Address** :

**Date** :

**Place** :

## **ANNEXURE - D - Checklist of Documents**

**A. Following documents required to be submitted in soft copies to the Recruiter for Background Verification within one week of receiving the offer or within 72 hours of joining whichever is earlier.**

- a) Tech Mahindra Application & BV Form
- b) All educational certificates including
  - i) Class 10<sup>th</sup> 12<sup>th</sup> marksheets and passing certificate or qualifying exam marksheet and passing certificate.
  - ii) Graduation Degree / Certificate
  - iii) Post Graduation Degree / Certificate, if applicable
  - iv) Any other Degree/Certificates/Diploma which has been mentioned by you in your Resume
  - v) Gap Justification, if any
  - vi) PAN Card Copy
  - vii) Aadhaar Card Copy (Both Front & Back copy)
  - viii) Any other additional documents required for Customer specific checks

**B. At the time of joining, you are requested to submit soft copies of the following documents to the HR Team on or before your date of joining.**

- a) Certificates' supporting your educational qualifications along with marks sheets - **Three** copies each
  - Xth Certificate & mark sheets
  - XIIth Certificate & mark sheets
  - Degree Certificate & Semester/year-wise mark sheets
  - Master's Certificate & Semester/year-wise mark sheets
  - Diploma/PG Diploma Certificate & Transcripts
  - Any other Certificate with supporting documents ?if any
- b) Acceptance copy of Tech Mahindra Limited's offer of appointment duly signed
- c) **Five** passport-sized color photographs with white background
- d) **Valid** Passport

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



submit the documents to HR.

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

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

**f) Aadhaar Card**

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

**g) PF UAN Number:** You **MUST** provide your PF UAN Card copy or UAN Number, if issued earlier. If you don't have a UAN number or if your previous organization has not created a UAN then you need to create self UAN number on EPFO website and share the same on or before your joining date.

**h) Indemnity Bond**

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

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

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

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

**Candidate's Declaration:**

I \_\_\_\_\_ hereby solemnly declare that I'll submit the required document as per the timelines mentioned above and I understand that if I fail to submit the required document within the stipulated time. I'll allow company to exercise its absolute discretion, to withdraw this Offer or terminate my employment with immediate effect, without any notice pay, by giving me a written notice thereof.



Name in full :

Date :

Signature :

Place :

## **ANNEXURE - E - Confidentiality Agreement**

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

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

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

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

Name :  
Signature :  
Date :

## ANNEXURE - F - Medical Self-Declaration

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

### Candidate's Medical History:

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

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

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

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

**Candidate's Declaration:**

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

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

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

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

(DD/MMM/YYYY)

## **ANNEXURE - G - Intellectual Property Assignment**

Associate Name:  
Associate ID:  
Date:

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

### **(a) Intellectual Property Assignment**

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

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

### **(b) Restrictions after Termination**

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

WITNESSED

\_\_\_\_\_

ACCEPTED

\_\_\_\_\_

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

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

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

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

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

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

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

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



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

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

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

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

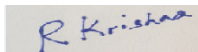
10. **Severability:** Each clause and provision of this Agreement is severable from the contract and if one provision is declared invalid, the remaining provisions shall nevertheless remain in full force and effect. Further, the invalid provision or part shall remain enforceable to the extent permitted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

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

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

For and on Behalf Of  
**Tech Mahindra Limited**



**Krishna Ramaswami**  
**Head - Resource Management Group**

Signature

\_\_\_\_\_  
**(Damini Kailas Pawar)**

**ANNEXURE - I - ACKNOWLEDGMENT**

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

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

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

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

[            Name & Signature            ]

Witness/ Notary Public: \_\_\_\_\_

## Annexure - J - INDEMNITY BOND WITH SURETY

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

**AND**

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

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

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

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

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

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

**NOW THIS INDENTURE WITNESSETH** as under:

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

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

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

**Name of First Part:**

**Sig:**

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

**Name of Surety:**

**Sig:**

S/d by:-

1. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS:

2. WITNESS: \_\_\_\_\_  
(Name)

NAME & ADDRESS

15<sup>th</sup> February, 2023

**Shreyas Dhananjay Nagare**  
Nasik

Dear Shreyas,

**Sub: Appointment Letter**

With reference to the interview by the concerned authorities and your acceptance to a job offer made to you by the company, we have great pleasure in appointing you as a **"SAP ABAP Associate Consultant"** with effect from **15<sup>th</sup> February, 2023** on the terms and conditions, described below.

The terms of this offer are strictly confidential between you and the company and any breach of this confidence, will be viewed with utmost seriousness.

**TERMS AND CONDITIONS**

**1 Designation & Duties**

**1.1** You will be designated as a **SAP ABAP Associate Consultant**. Your designation may be changed at the discretion of the Organization depending on the work assigned to you.

**1.2** You shall faithfully and diligently serve Intellect Bizware Services Pvt. Ltd. and associated companies.

**1.3** You shall diligently perform such duties and exercise such powers consistent with your employment as may from time to time be vested in you and shall obey the reasonable and lawful directions.

**1.4** You shall devote yourself exclusively to the performance of your duties during normal working hours at your place of employment and at all other times that may be necessary for the proper performance of your duties except in the case of illness or accident.

**1.5** You shall not, during the course of the employment with the Company, whether alone or jointly with another and whether directly or indirectly, carry on, or be engaged or concerned in, or be interested in, any other business.

**1.6** You shall comply with every rule of the law prevalent in the country you are posted in, every application rule or regulation of any competent regulatory authority and every regulation of the Company.

**1.7** Without prejudice to your common law duties, you shall not, whether during your employment with the Company or after termination of the employment, except in the proper course of your duties or as required by the law, use or divulge to any person, firm or company and shall use your best endeavors to prevent the use or disclosure of any trade or business secrets

Appointment Letter

1 of 7

Intellect Bizware Services Pvt. Ltd.

**Head Office**  
6th Floor, Technocity, X-5/3, Mahape,  
Navi Mumbai 400710. India

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*S. SHREYAS*

Confidential

P +91 22 62646800  
E corporate@intellectbizware.com  
W www.intellectbizware.com



or any information concerning the business and finances of the Company or of any dealings, transactions or affairs of the Company or any clients, customers or suppliers of the Company which has or may come to your knowledge in course of your employment.

## **2 Date of Appointment**

**2.1** Your appointment shall commence on the date you join, which date shall not be later than **15<sup>th</sup> February, 2023**.

## **3 Remuneration**

**3.1** You shall receive during the continuance of your employment with the organisation a Cost To Company of INR **6,50,000/- fixed p.a. (Six Lakh Fifty Thousand only fixed per annum)**.

**3.2** Your salary shall accrue on a day-to-day basis payable by equal monthly instalments in arrears before 7<sup>th</sup> of the following month.

**3.3** Statutory deductions will be as per government regulations.

## **4 Probation & Term of Employment**

**4.1** You will be on Probation for a period of six months, and your services will be confirmed on evaluating your performance.

**4.2** Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Organization without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).

**4.3** If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Organization may terminate your services without notice or compensation.

**4.4** The company may immediately terminate your services without any compensation or notice thereof if you are in material breach of your responsibilities and terms and conditions mentioned in the appointment letter.

**4.5** You or the Organization may terminate your service at any time by giving 3 months notice or 3 months basic salary in lieu thereof. However due to exigencies of business the Organization may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Organization to that effect.

**4.6** For a period of one year following any termination, you shall not, directly or indirectly, hire, solicit, or encourage to leave the Firm's employment, any employee, consultant working with the company or hire any such employee, consultant, or consultant who has left the Firm's employment or contractual engagement within one year of such employment or engagement.

Appointment Letter

2 of 7

Intellect Bizware Services Pvt. Ltd.

**Head Office**  
6th Floor, Technocity, X-5/3, Mahape,  
Navi Mumbai 400710. India

U72300MH2009PTC192567

P +91 22 62646800  
E corporate@intellectbizware.com  
W www.intellectbizware.com

Confidential

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**4.7** You also shall not associate or seek business from a client of the company for a period of 2 years from his end of service with the company.

**4.8** While being employed with the company, you are in no way allowed to be employed by any other company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without prior written permission of the Organisation.

**4.9** In the event of being trained on any specialized skill you will have to enter into a contract/agreement to work for a minimum specified period as decided by the Management.

**4.10** If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.

**4.11** You will retire from the services of the Organization on attaining the age of superannuation [58 years]. The retirement age may be changed by the management without any consultation with you.

**4.12** It is your responsibility to notify the Organization of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Organization.

**4.13** You are expected to read and comply with the company's Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.

**4.14** You will abide by all the rules and regulations of the Organization which are in force from time to time and the Organization shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.

**4.15** You will be working for **5** days a week. The normal office time will be notified by the company from time to time. You will however be expected to work 9 hours a day.

## **5 Posting and Transfers**

**5.1** You will be initially posted at the Navi Mumbai office.

**5.2** You are expected to attend shift duties whenever required.

**5.3** You may be posted/transferred to any unit/branch of our company or client site whether at present existing or which may be set up in future at any time and at any place in India or abroad from time to time.

**5.4** You agree that the position held by you is of a strictly confidential nature and is transferable anywhere in India or abroad. You further agree that you shall perform your duties with diligence, devotion and discretion and the organization may hold you responsible for gross negligence.

**5.5** To facilitate relocation (if eligible, as per company policy) from your current location in India to your reporting location, you are entitled to reimbursement against actuals for AC II Tier Train

*SUREYAS*

fare (or) Economy class Check - Airfare for Self. You are requested to confirm your eligibility with the company HR team in writing before travelling.

## **6 Confidentiality**

**6.1** You shall, during the period of your employment with the company, not engage in any endeavor or activity, which conflicts with the interests and business of the Company.

**6.2** You shall not divulge any Confidential Information (as defined below) to any third party nor shall you utilize any of the Confidential Information for any purpose other than the business of the Company and /or as may be required in the ordinary course of your employment with the company:

"Confidential Information" means any information, in relation to the company and /or the business of the Company disclosed to any employee in the course of his/her employment, which is identified as, or should be reasonably understood to be confidential by the employee, including, but not limited to, know-how, trade secrets, data, technical processes and formulas, source codes, product designs, sales, cost and other unpublished financial information, projections and marketing data."

## **7 Inventions**

**7.1** All Intellectual Property Rights (as defined below) devised, developed or created by you in the course of your employment with the Company or any member of the Intellect Bizware Services Pvt. Ltd. shall belong and be the absolute property of the Company or such other members of the Intellect Bizware Services Pvt. Ltd. as the Company may nominate.

**7.2** Intellectual Property Rights shall include but are not limited to all business development, improvement or enhancement ideas that you may have for the Company, designs, inventions, patent or other designation copyright work, know-how, trade mark, trade name, logo or get-up created by you whether acting alone or together with another individual whether or not an employee of the Company.

## **8 Non Disclosure on Termination of Employment**

Upon termination of your employment with the company you shall be required to:

**8.1** Immediately return to company, as the case may be, or destroy (if so requested by the company, as the case may be) all documents, papers, files, compilations (bound or unbound), floppy discs or any other electronic media containing the Confidential Information or any other material and medium containing the Confidential Information obtained from the company or its advisers and containing or reflecting or generated from any Confidential Information;

**8.2** Not use or disclose to any person any Confidential Information; and Use your reasonable efforts to prevent the disclosure of any Confidential Information

**9 Acceptance of Offer**

Please return the duplicate copy of this Appointment letter, duly signed as a token of having accepted the above terms and conditions.

We welcome you to the Intellect family and wish you a great career with us.

Thanks & Warm regards

Yours faithfully,

For **Intellect Bizware Services Pvt. Ltd.**

**Accepted**

**Authorised Signatory**

**Shreyas Dhananjay Nagare**

<b>ANNEXURE I</b>		
With PF		
<b>Particular</b>	<b>Per Month</b>	<b>Per Annum</b>
Basic Salary	24,375	2,92,500
HRA	12,187	1,46,250
Conveyance	1,600	19,200
Medical	1,250	15,000
Misc Allowance	3,196	38,351
LTA	2,500	30,000
Statutory Bonus	3,000	36,000
<b>Gross Salary</b>	<b>48,108</b>	<b>5,77,301</b>
<b>*** Monthly Performance Incentives</b>	2,708	32,500
Intellect PF contribution	1,800	21,600
Gratuity	1,172	14,062
Mediclaim - Self	378	4,536
<b>Cost to Company</b>	<b>54,167</b>	<b>6,50,000</b>

\*\*\*Note: -

1. Statutory deduction will be as per government norms.
2. Salary components / structure may change at the discretion of the organisation.
3. \*\*\*Monthly Performance Incentive: -.
  - (a) Based on your performance, the Monthly Performance Incentives component will be paid out monthly.
4. Free Personal Accidental Policy and Group Term Life Policy.
  - (a) You shall be covered under Digit Contractual Liability Policy. Details of Sum insured, and policy feature will be sent upon renewal every year.
  - (b) You shall be covered under Personal Accidental Policy. Details of Sum insured, and policy feature will be sent upon renewal every year.
5. Mediclaim: -
  - (a) You are covered in the group Mediclaim Policy and the Mediclaim premium will be part of CTC and is subject to change upon renewal.
  - (b) You may also cover your spouse, 2 children and parents up to 2 lakhs (Floater Policy) by paying additional premium.

Appointment Letter

6 of 7

Intellect Bizware Services Pvt. Ltd.

Confidential

**Head Office**  
6th Floor, Technocity, X-5/3, Mahape,  
Navi Mumbai 400710. India

P +91 22 62646800  
E corporate@intellectbizware.com  
W www.intellectbizware.com

U72300MH2009PTC192567

6. PF Employer Contribution: -

(a) If you have opted for PF, in that case employer contribution towards PF will be part of your CTC.

7. Gratuity:

(a) Gratuity is part of Cost to Company (CTC), however gratuity will be paid as per Gratuity Act 1972.

Intellect

SUREYAS

**Head Office**

6th Floor, Technocity, X-5/3, Mahape,  
Navi Mumbai 400710. India

Intellect Bizware Services Pvt. Ltd.

P +91 22 62646800  
E corporate@intellectbizware.com  
W www.intellectbizware.com

**BE YOURSELF,  
MAKE A DIFFERENCE.**

**accenture**

Strictly Private and Confidential

**Date: 04/09/2022**

**Samrat Shinde**

**C10994194**

**Shreeji Apartment Shree Krushna Nagar Lane no-2,Takli Road,Opposite Gulmohar Bungalow,Nashik**

**9422997163**

Dear **Samrat Shinde**,

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

**Job Profile - Application Development Associate**

**Management Level - 12**

**Job Family Group - Software Engineering**



Please refer to:

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

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



You agree and affirm that the information (personal or otherwise) shared by you at the time of registration is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

At Accenture, the health and well-being of our people, our clients and the community is our top priority. We are also committed to complying with all government safety protocols as we bring our people to our offices. To operate offices at full capacity, there is a growing mandate from government authorities to have all employees vaccinated against COVID-19. Considering this, we expect all our employees to be vaccinated. Therefore, you should ensure to take both doses of the COVID-19 vaccine before onboarding, unless your second dose is due post onboarding, and in that circumstance the second dose should be taken within the government prescribed timelines.

Please note that compliance with these provisions is a condition precedent for the offer or your continued employment with the Company.

Fundamental Skill Primers Learning Module: As you are aware that as part of providing our new joiners a unique learning experience, Accenture proposes an online learning module - Fundamental Skill Primers.

- The learning module of this program is typically made available to you to give you a reasonable time to learn at your pace and comfort.
- After completing the Fundamental Skill Primer Learning, you will need to go through the Fundamental Skill Primer assessment.

Upon joining the Company further Stream training program(s) will be conducted for a specific duration on the specific skill set assigned to you. Periodic assessments will be conducted throughout this training program which you are expected to clear. Each of such assessments including Primer assessment will add towards your final score. A min. of 60% will need to be scored for successful clearance. If you are unable to score 60% in the first attempt, you will have up to two additional attempts and will be required to score minimum 60% marks to clear the stream learning assessments.

Your employment with Accenture is subject to your successful completion of the Stream training program and assessments as mentioned above. If you are unable to clear the Stream training assessments in the given 3 attempts successfully, your services with the Company shall be terminated as per Clause 10 outlined in the Terms of Employment.

By completing 100% of Fundamental Skill Primer online modules before the Fundamental Skill primer assessment and scoring 75% or above in the Fundamental Skill Primer assessment, a potential new joiner will be eligible for a learning Incentive of INR 10,000.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with Accenture are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/Authority exercising its jurisdiction and statutory power/Authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/Authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

To indicate your acceptance of this Offer and Terms of Employment with Accenture, please confirm your acceptance/rejection by logging on to Accenture Recruitment Portal (<https://india.jobs.accenture.com/default.aspx>) using your unique reference number, candidate identification (CID) and mobile number within 7 days (Seven Days) from the date of this letter, post which the link will be disabled for you. If we do not receive your response before the expiration of 7 days (Seven Days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in Annexure II along with the signed copy of this Offer letter and Terms of Employment.

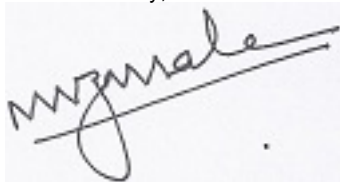
After accepting this Offer, we encourage you visit Countdown to the Company-

(<http://careers.accenture.com/Microsites/countdown/Pages/welcome-india.aspx>). This online, interactive welcome site will help you successfully navigate the first days, weeks and months of your career at Accenture. It will also provide an interesting overview of Company history-as well as tips on how to develop yourself (and your career) in the future.

In case you have a query, please raise them on <https://indiacampus.accenture.com/myzone/accenture/auth/login>

We look forward to hearing from you regarding your decision to join the Company. I wish you a successful career ahead of you and look forward to your joining us.

Yours sincerely,



Mahesh Vasudeo Zurale  
Senior Managing Director  
Lead, Advanced Technology Centers, India

ACKNOWLEDGED AND AGREED

---

**Samrat Shinde**

## ANNEXURE I

### COMPENSATION & BENEFITS

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

Total Cash Compensation Elements	
	Annual (INR)
<b>(A) Annual Fixed Compensation</b>	3,83,000/-
<b>(B) Local Variable Bonus (LVB) earning potential (at maximum 8.5%)</b>	32,500/-
<b>Maximum Annual Total earning potential(A+B)</b>	4,15,500/-
<b>(C) Joining Bonus</b>	
<b>Joining Bonus (Refer to the section C)</b>	INR 25,000/-
<b>(D)# Additional Notional Benefits</b>	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	INR 6,400/-
Notional Insurance Premium paid by Company	INR 11,400/-
<b>Annual Total Earning Potential + Additional Notional Benefits (A+B+C+D)</b>	<b>INR 477300/-</b>
<b>(E)##Additional Discretionary Reimbursements</b>	
Annual Internet reimbursement	INR 12,000/- (capped at INR 1,000/- per month)
<b>(F)Optional opportunity to participate in the Employee Share Purchase Plan</b>	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares <b>at 15% discount on the fair market value</b>	INR 5,700/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

#### **(A) Annual Fixed Compensation**

Your annual fixed compensation is INR 3,83,000. This includes allowances structured in accordance with the Company compensation guidelines and applicable statutory norms. Please note the annual fixed compensation includes employer's contribution to Provident Fund, as applicable.

TDS is deducted as applicable from your Income.

#### **(B) Local Variable Bonus (LVB)**

As part of your annual total cash compensation, you will be eligible to participate in the FY22 Local Variable Bonus program (LVB). Your indicative pay-out can range from 0% to 8.5% of the prorated fixed pay in the Fiscal year, subject to the overall terms and conditions of the LVB, including but not limited to your individual performance achievements and the Company's performance. In addition to these two

components, your LVB is also linked to your Individual Utilization. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the LVB program guidelines The LVB will be paid out subject to you being on the roles of the Company on the date of disbursement of these pay outs and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

**(C) Joining Bonus**

You are also eligible for a joining bonus of INR 25,000/- payable upon joining the organization and that will be paid out along with salary of the month of joining or succeeding pay month. In case you leave, or your services are separated from the Company (except for ramp down or redundancies by the Company) before completion of 1 year from the date of joining, then this whole amount shall be recovered from you.

**Note: For International Worker Only\***

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Please note that since your cost to the Company (CTC) includes employee's as well as employer's contribution to Provident Fund, appropriate adjustment in your monthly salary will be made for Provident Fund contributions as per applicable laws/regulations in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.

**Benefits applicable for current Company financial year:**

**In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:**

<b>Insurance policy</b>	<b>Coverage for</b>	<b>Coverage amount</b>	<b>Premium paid by</b>
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 2 Dependent children	INR 3,00,000/- per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000/-	Company
Future Service Liability	Self	Up to INR 20,00,000/-	Company
Employee Deposit Linked Insurance (EDLI)	Self	INR 7,05,000/- (If you contribute towards Employee Provident Fund)	Company

1. Medical:

a) Medical Insurance for self, spouse and 2 dependent children up to INR 3,00,000 per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

b) You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings up to INR 10,00,000 & any additional child up to INR 5,00,000 under a separate Insurance plan. You also can avail optional Top-Up and/or Critical Illness Policy for yourself and your dependents (spouse and 2 children) up to INR 10,00,000. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c) For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:

- 10% of such claims for self, spouse and 2 dependent children
- 20% of such claims for parents, parent's in-law, siblings, and additional children under the separate Insurance plan.

2. Personal Accident coverage for self, up to three times your annual fixed compensation.

a) You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. Life Insurance coverage equivalent to one time of your annual fixed compensation with minimum cover of INR 5,00,000.

a) You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(D) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972 (as may be amended from time to time), payable as per the Company policy on your exit.

#(D) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current FY and can be withdrawn at anytime at company's discretion.

##(E) Reimbursements would be approved as per the policies' terms & conditions. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

a) Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

6. Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns, relationship problems, and even drug or legal concerns. The EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service

In addition to the above, you will also be eligible for the following benefits:

- One time relocation allowance subject to a maximum of INR 2500.00/- on submission of actual supporting as per policy.
- Transport facility, as per Company guidelines, can be availed at no cost.

Details pertaining to relocation allowance will be provided to you at the time of joining the Company. In the unlikely event you choose to leave the Company, or your services are terminated, before the completion of 1 year of employment with the Company, the relocation

assistance will be construed as debt due and payable by you and should be repaid on termination of your employment. Any dues payable by you on termination will be recovered from your final settlement to the extent possible.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

**From the date of your joining, the compensation and benefits mentioned in this annexure will be applicable to you until any further communication from the Company.**

**GST Clause:**

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

**General Tax:**

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

## ANNEXURE II

### **Mandatory documentation at the time of onboarding:**

1. Two copies of your recent passport size photographs.
2. Original marksheet of all semester (PG/UG).
3. Original provisional degree certificate or convocation degree certificate.
4. Copy of X, XII and all semester mark sheets of PG & UG Degrees.
5. Copy of Degree/PG/Diploma (as applicable) certificates.
6. Passport copy, if available (if not please apply immediately).
7. Pan Card
8. Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required

by governing regulating authorities like EPFO, ESIC, labour welfare fund and others.

Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.



**ANNEXURE IV - DECLARATION**

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

\_\_\_\_\_  
**Samrat Shinde**

Date:

Disclaimer

"This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference."

# Winjit



## WINJIT TECHNOLOGIES JOINING FORM

Date: 26<sup>th</sup> July 2021 Designation: Software Developer

Full name (First/Middle/Last): Renuka Rajendra Mahale  
Father/Husband/Guardian Name: Rajendra Laxman Mahale  
Employee #: -  
Gender: Female Date of Birth: 16 - Jun - 1999

### COMMUNICATION DETAILS

Temporary Address: At post Nashik, Peth road, opposite to Power lawns, Siddhivinayak nagar, Sai shradha apt, Flat no. 5, pin - 422003

Permanent Address: At Post Vani (Kadlane), tal - Dindori, Dist - Nashik  
Pincode - 422215

Contact Details  
E-mail ID: renukamahale16@gmail.com  
Contact (Mobile) Number: 9552761606  
Landline Number: -

Blood Group: AB+

Emergency Contact Number  
Name: Rekha Rajendra Mahale  
Contact Number: 9881494317  
Address: Peth road, Siddhivinayak nagar, Sai shradha apt, Flat

Passport Details  
Number: -  
Validity TO: - FROM: -

Bank Details  
Account Number: 60216558758  
Branch: VANI NASHIK (168)  
IFSC Number: MAHB0000168  
PAN Card Number: FE2PM4209C

EDUCATIONAL DETAILS

Qualification	University/Institute	Year of Passing	Percentage	Major Subject
SSC	Maharashtra	2015	84.80%	
Diploma	MSBTE	2018	86.24%	
BE	Pune University	2021	passing	

EXPERIENCE DETAILS (IF ANY)

Company Name	Period		Designation	Reason to leave
	From	To		
Fresher	-	-	-	-

REFERENCES

1	Name	-
	Company Name	-
	Contact Number	-
2	Name	-
	Company Name	-
	Contact Number	-



AADHAR ID

9164 1600 3527

## DOCUMENTS DETAILS

Sr. No.	Documents Name	Submitted	Will submit on
1	Passport photo	yes	12 <sup>th</sup> July 2021
2	PAN card copy	yes	12 <sup>th</sup> July 2021
3	Aadhar card copy	yes	12 <sup>th</sup> July 2021
4	Diploma certificate	yes	12 <sup>th</sup> July 2021
5	light bill	yes	12 <sup>th</sup> July 2021
6	SSC certificate copy	yes	12 <sup>th</sup> July 2021

SIGNATURE

R.R.mahale



## Revised Pay Structure 2023

Inbox



Winjit Human Reso... 31 Mar 2023

to Aqsarock92@gmail.com ▾



Dear Winjitian,

**Congratulations** for a brilliant performance year 2022.

You continue to be an important part of the **Winjit** journey, and your efforts are highly appreciated.

Considering your valuable efforts and determination, we are glad to share your revised pay plan for the year 2023.

Attached herewith is the document with details of your revised pay structure.

Looking forward for an even more eventful and exciting performance year 2023.

Best Wishes,  
Team People & Culture

Winjit CTC  
Revision Letter...



PDF

Thanks a lot.

Thanks for  
the mail.

Accepted.

← Reply

→ Forward



## Winjit list of documents

Inbox



Ashwini Ujagare 3 Jan 2022

to Aqsarock92@gmail.com ▾



Hello Aqsa,

Hope you are doing good!

Welcome to Winjit Technologies!

We have your joining on 4<sup>th</sup> Jan 2022, and as a part of the Onboarding process, please share the below documents (soft copies) on this email. Request you to please share all the documents in one PDF.

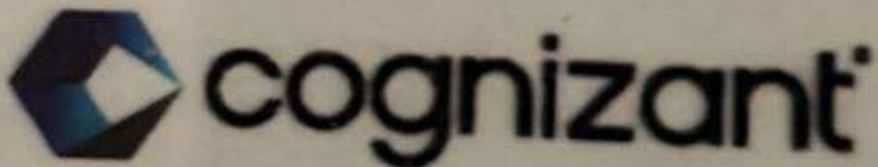
- 10th Mark sheet
- 12th Mark sheet
- Degree Mark Sheet
- Degree Certificate
- PAN Card copy
- Passport Copy
- AADHAR ID Copy
- ID Proof & DOB Proof, Driving License
- Previous company Offer letter
- Last three months' Salary slips
- Appraisal Letter
- Experience and Relieving letter
- Address Proof
- Passport size photograph
- Cancelled Cheque

We are confident ~~you will be able~~ to make





**ROHAN YOGESH JANGLE**  
**2106500**





6th November 2023  
Mahavir Shah  
Mumbai, Maharashtra

Dear Mahavir,

With reference to your application and subsequent interviews with us, we are pleased to offer you employment in our Company.

This offer and your employment are conditional upon the Company receiving satisfactory background check results. In this role, you will be required to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. We are pleased to offer you the position of **SEO Executive** in our Company.

Job Location: E-209 Crystal Plaza, New Link Rd, Andheri West, Mumbai, Maharashtra 400053

Reporting Date: 8th November 2023

Regular time: 10:00 am to 7:00pm

Salary: 35,000/- per month

Working Days: Monday- Saturday

Report to: Shivani Mistry

Mandatory Documents to be emailed before or produced on the day of Joining: (1 set of Photocopies as well as Originals)

1. PAN card
2. Aadhar Card
3. Pay Slip from your previous Company (if any) or SSC/HSC/Graduation Mark sheet

By accepting this offer you are also confirming that: -

- You have terminated your internship or employment with your previous employer (if any) in compliance with their terms and conditions
- There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with this Company



- The SMM Hub is not liable for any past dues owed by you as part of the termination of any previous employment.
- You are not bringing in any Intellectual Property that you do not have sole ownership of.

### 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 from time to time by 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.

**Probation:** The SMM Hub uses a maximum 90-day probation time frame for new employees. This time frame lets you assess your readiness for the position as well as allows us to determine your ability to do the job. Training and performance feedback will be given during that time frame as part of your onboarding.

### **Notice Period:**

The notice period is the duration an employee is required to provide notice to the Company before resigning from their position. This policy ensures a smooth transition for both the departing employee and the organisation.

### **Standard Notice Period:**

The standard notice period is 60 days. During this time, the employee is expected to Fulfil their regular duties, complete any pending projects, and assist in the handover. We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Regards

Jai Biradar

The SMM Hub





Ref- WOW-HR/2023/1101

Date: 27th October 2023

To,

Mr. Sandeep Ramnath Mourya.

Aadhar No :-721090220794.

Nashik, Maharashtra

**Subject:-Offer Letter**

Dear Sandeep Ramnath Mourya,

Congratulations! Further to your application for employment with us, and the subsequent selection process. We are pleased to inform you that you have been selected for employment in the **Way Of Worship Infotech Pvt. Ltd(WOWinfotech)** as a **React JS Developer**. We are very excited about the potential and Experience you have. Your official working start date will be on **1st November 2023**.

As we discussed during your interview, you will be entitled to the following employment terms:

1. Your Starting Salary will be **Rs. 2,40,000/-**(Rupees Two Lakh Forty Thousand only) annual CTC.
2. Your designation will be **React JS Developer**.
3. Your workplace will be Nashik.
4. WOWinfotech office time is 9:15 AM to 6.15 PM.

Your CTC breakup would be as outlined in Annexure I Below.

**Welcome to WOWinfotech Family!**

Yours Sincerely,



Human Resource Department

Way Of Worship Infotech Pvt. Ltd.

Nashik, Maharashtra



**OLATECH** SOLUTIONS



**Name** : Varun Bharambe

**Employee ID** : OTS\_10111

**Blood Group** : B +ve

**Emergency No** : 9421526491

## **Olatech Solutions Limited**

Office No. 815, 8th Floor, Westport,  
Pan Card Club Road, Baner, Pune – 411045

[www.olatechs.com](http://www.olatechs.com)



5479



**YARDI**



**Pratik  
Mehta**

**YARDI SOFTWARE INDIA PRIVATE LIMITED**

2nd Floor, Sigma House, S.B. Road, Pune 411016.

Tel.: +91 20 67239000

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**Emergency Information**

**Call: 9422943378, 9028904177**

**Blood Group: B+**

wipro



Saurabh Jagannath  
Fulpagar





INTECH/HRM/RECTT/15/2022-23

Date: April 13, 2022

Dear Kirti Pardeshi,

**Offer Letter**

With respect to the interview you had with us on 14.03.2022, we are pleased to offer you the position of **Senior Executive – Application Support – Corporate Finance** at grade J2. You will be posted at our Belapur, Navi Mumbai office initially.

You will be required to provide the following documents on joining:

- Original relieving letter from your current employer
- Two reference letters
- Five passport size color photographs
- Copy of your last drawn salary slip
- Copies of your academic qualification certificates (Original for verification)
- Medical fitness certificate.
- 2 Photo copies of Pan Card (Original for verification)
- 3 Photo copies of Passport / Residence Proof (Original for verification)
- Copy of Aadhar Card (Original for verification)

The details of the annual gross remuneration along with the benefits & perquisites applicable to you are enclosed in Annexure I & II. You are requested to treat this information in strict confidence and not to disclose it to anyone under any circumstances.

Your appointment will be governed by terms & conditions as detailed in Annexure III.

Your appointment and continuation in employment will be subject to:

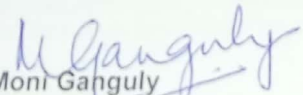
1. You being certified medically fit by an MBBS practitioner.
2. You signing a bond of Rs. 2 Lakhs valid for a period of 2 years from your joining date.

We welcome you to be a part of IDBI Intech Ltd. family and request you to sign and return a copy of this letter in a sealed envelope back to us as a token acceptance of our offer and the terms as mentioned in Annexure I & II.

Yours Sincerely,

For IDBI Intech Ltd.



  
Moni Ganguly  
Vice President – Human Resource

To: Kirti Pardeshi  
Flat No. 101, Shubharambh Residency,  
Maan, Hinjewadi, Pune,  
Maharashtra – 411057.  
Mobile: 8263037785

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Page 1 of 5

INTECH/HRM/RECTT/15/2022-23

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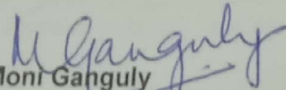
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**IDBI Intech Ltd.**

**Annexure I**

**Remuneration Package  
Rs./annum**

Name	Kirti Pardeshi
Location	Mumbai
Date of Offer	April 13, 2022
Date of Joining	April 13, 2022
<b>Guaranteed Salary</b>	
Basic	1,87,500
House Rent Allowance (HRA)	93,750
Personal Allowance	3,12,236
Sub Total - "A"	<b>5,93,486</b>
<b>Deferred Benefits</b>	
Provident Fund	22,500
Gratuity as per Gratuity Act.	9,014
Sub Total - "B"	<b>31,514</b>
<b>Gross Fixed Component</b>	<b>6,25,000</b>
<b>Other Benefits "C"</b>	
Mediclaim Premium	25,000
<b>Total Cost to Company "A + B + C"</b>	<b>6,50,000</b>
<b>One-time Joining Bonus*</b>	50,000

\*The joining bonus will be paid out with the 1<sup>st</sup> month's salary. The same will be recovered if you leave the services of IDBI Intech within 12 months of payment of the joining bonus.

**Annual Benefits as per eligibility**

- Floater Mediclaim Insurance cover for self + 3 dependents (spouse, upto 2 dependent children only, dependent parents).
- Life Insurance Cover
- Cell Phone reimbursement

**Other Benefits:** Organisation provides subsidized lunch and tea/coffee at its selected offices at nominal monthly charge of Rs.350/-

➤ **Kindly note that remuneration is entirely between you and the organisation and should therefore be treated as strictly confidential.**



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## Annexure II

### Retiral Benefits

#### ▪ Provident Fund

The Provident Fund (PF) contribution is 12% of basic salary of the employee with an equal amount as the employer's contribution on a monthly basis. This is included in the annual guaranteed compensation. Presently, the PF is managed by Regional Provident Fund Commissioner (RPFC), Vashi.

#### ▪ Gratuity

It is a statutory provision for all employees who have put in 5 Years of service. Gratuity is calculated @ 15 days of last drawn average basic salary for every completed year of service. In addition to basic gratuity, the organization has entered into a scheme called Group Gratuity cum Life Assurance Scheme of LIC. The main benefit under this scheme is that in case of unfortunate demise of the employee while still being in service with the organization, his nominee gets gratuity for the expected years of service he would have put in, had the employee been alive.

All benefits/ policies are subject to change from time to time as deemed fit by the organization. The details of all the policies are made available on Company's intranet for the benefit of all employees.

## Annexure III

### Date of joining

You are expected to join the services of the Organization not later than 30 days from the date of this appointment letter failing which the appointment made by this letter will stand automatically withdrawn. You are required to send us a copy of the acknowledgement & acceptance of our Offer Letter within 7 days from the date of this letter. Kindly inform the date of joining the Organization to our HR coordinator. Please keep HRD informed of your change of plans, if any.

### Probation period and confirmation

You will be on probation for a period of six months from the date of your joining. On completion of the probationary period and subject to your satisfactory performance, you will be confirmed in writing in the services of the Organization. Unless so confirmed in writing, you will be deemed on probation.

### Background verification

Your confirmation in employment will be subject to your being found suitable after a reference check with your previous employer, if applicable.

### Transfer

Your services are transferable to any of our establishments / Companies under IDBI Group at the sole discretion of the Management, anywhere in India or abroad.

### Retirement age

Your retirement age will be 60 years and is subject to organization's policies in force from time to time. The age for this purpose will be taken from your employment application form, as declared by you



### Other employment

You are not permitted to accept any employment, part-time or otherwise, or take interest directly or indirectly in any business activity likely to compete with those in which the Organization or its customers are interested. You are required to devote the whole of your time, attention and ability to the business of the organization and to observe all the rules and regulations, which are made applicable from time to time.

### Confidentiality and Non Disclosure

In consideration of the opportunities and your access to financial and other information, new techniques and know how in the course of employment, you are required to ensure that you maintain as secret and confidential all such information and shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by the Organization. This covenant shall endure during the course of your employment as well as on cessation of your employment with IDBI Intech Ltd. (irrespective of the circumstances of, or the reasons for the cessation). Any unauthorized release of Company's information will attract strict action. All such confidential information must be accessed, stored and transmitted in a manner consistent with Intech's policies and procedures. Employee shall ensure that necessary confidentiality agreements are in place prior to sharing or disclosing any confidential information with a third party.

"Confidential Information" means any data or information that is proprietary to the Company, or any of its affiliates, and not generally known to the public, whether in tangible or intangible form, whenever and however disclosed, including, but not limited to: (i) any strategies, plans, administration, commercial, legal, scientific & technical data, financial information, or projections, business plans and performance results relating to the past, present or future business activities of such party, its affiliates, subsidiaries and affiliated companies; (ii) plans for products or services, and customer or supplier lists (iii) any scientific or technical information, invention, design, process, procedure, formula, improvement, technology or method; (iv) any concepts, reports, data, knowhow, works-in-progress, designs, development tools, specifications, computer software, Computer programmes, source code, object code, flow charts, databases, inventions, trade related information and trade secrets; and (v) any other information that should reasonably be recognized as confidential information of the Company. Confidential Information shall further include any and all information, processes, formulas, codes, etc. which may be developed by the Employee as a result of any information supplied by the Company or as a result of any work that the Employee performs on behalf of the Company.

### General

- a. We trust that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to or effect your commitments under this Agreement.
- b. All payments under this agreement are subject to statutory deductions including income tax wherever applicable.
- c. Your employment terms may be specifically enforced legally, if required. In this regard, if any of the provisions of this agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this agreement shall continue in full force and effect.

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- d. These employment terms supersede and replace any existing agreement or understanding if any between organization and you relating to same subject matter.

**Separation:**

In case of cessation of employment you will hand over to your superior before you are relieved, all correspondence, documents, including electronic records or any other property of the organization such as car, accommodation, company provided assets etc. The Human Resources Department will issue a relieving letter subject to obtaining the necessary clearance regarding the above and full & final settlement will be done on clearance of all outstanding dues.

**Notice Period:**

- a. Subject to the terms of General clause above, the contract of employment is terminable, without reasons by either party giving one month's notice during probationary period and three months notice after confirmation. In either of this eventuality; you will serve the notice period as above or till the date the organization decides to relieve you whichever is earlier. Payment or recovery of salary in lieu of notice period will be at the discretion of the organization.
- b. Not with standing above, the organization may at its discretion relieve you without notice or salary in lieu of the same, if the business interests of the organization warrant so.

**Annexure IV**

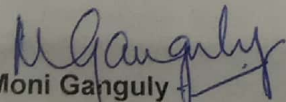
If you leave the services of the organization on your own accord within 1 year of joining or before your confirmation in services in the organization, whichever is later, notice period takeover, relocation expense if any, paid at the time of joining will be recovered.

We look forward to having you as a member of our team and contributing to its success.

Please confirm that the above terms are acceptable to you by signing a copy of this letter of appointment.

Yours sincerely,

**For IDBI Intech Ltd.**

  
**Moni Ganguly**  
Vice President – Human Resource



I agree to accept employment on the terms and conditions mentioned in the above letter.

**(Kirti Pardeshi)**



**Darshan Kailas Thorat**

362, Shivaji Nagar No.1, Datta Mandir Road, Manmad  
Nashik, Maharashtra- 423104

**September 26, 2022**

**Sub:Offer Letter for the position of "Associate Consultant -QA"**

**Mr Darshan Kailas Thorat,**

Congratulations! With reference to your application and subsequent interview with us we are pleased to inform you that you have been selected for employment with Threesixty Logica Testing Services (P) Ltd. as **"Associate Consultant -QA"**, assigned to our "Pune" facility.

You are requested to join us on **"28-September-2022"**

You will be reporting to **Ashish Kumar Srivastava, Delivery Manager**. Your compensation would be **INR 400,000(INR Four Lakh only)** per annum on a cost-to-company basis.

Details of which are outlined in **Annexure I**.

The general terms and conditions governing your employment are outlined in **Annexure II**.

This offer is conditional upon:

- Your acceptance of the terms and the enclosed Contract of Employment. We reserve the right to amend such terms and conditions of employment, in addition to the rules and regulation governing all employees and the running and administration of the company, from time to time
- Your understanding and affirmation that your compensation is highly individual and confidential and is to be discussed only with your Manager/Supervisor.
- Your agreement to comply with all applicable tax laws.
- Your understanding and affirmation that you will assign the Company all rights, title, and interest in any invention or improvement that you may make solely or jointly, during the course of your employment with the company.
- Receipt of satisfactory references from your current or last employer. We will initiate the reference check once you accept our offer letter.
- Receipt of documentary evidence of your stated qualifications.
- Satisfactory completion of checks includes verifying your education, supporting documents, reference checks, and employment history.
- Submission of the following documents on the date of joining:
  1. Relieving & Experience letters from all previous employers
  2. Last drawn pay slips and Form No. 16 / Salary Certificate disclosing particulars as though in the Form No. 16 from the previous employer.
  3. Educational qualifications and Certifications
  4. Your Passport, Aadhaar and PAN Card
  5. Three passport-size color photographs.

**Noida Office**

B 35 - 36, Sector 80, Phase II, Noida - 201305.

P: +91 120 4878 300 - F: +91 120 4878 318





A SAKSOFT COMPANY

Threesixty Logica Testing Services Pvt. Ltd.

CIN: U72900TN2009PTC120672

Global Infocity Park, Block A, 2nd Floor,

# 40, Dr. MGR Salai, Kandanchavadi, Perungudi, Chennai - 600096.

P : +91 44 2454 3500 | F : +91 44 2454 3510 | E : info@360logica.com

Please note that the Company is also required to check the original documents and these must therefore be brought with you on your first day.

Please return a copy duly signed as a confirmation of your acceptance. The offer is valid for 7 days subject to your acceptance on receipt of this offer. If there are any special circumstances, which may delay your acceptance of this offer, or if you have any queries, please contact us as soon as possible.

Finally, may I take this opportunity to welcome you to Threesixty Logica Testing Services (P) Ltd. and I wish you a long and successful career with us.

**Yours Sincerely,  
For Threesixty Logica Testing Services (P) Ltd.**

**Niraj Kumar Ganeriwal  
COO & Group CFO**

**Accepted:** \_\_\_\_\_

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

**Noida Office**

B 35 - 36, Sector 80, Phase II, Noida - 201305.

P: +91 120 4878 300 - F: +91 120 4878 318

[www.360logica.com](http://www.360logica.com)





Threesixty Logica Testing Services Pvt. Ltd.  
CIN: U72900TN2009PTC120672  
Global Infocity Park, Block A, 2nd Floor,  
# 40, Dr. MGR Salai, Kandanchavadi, Perungudi, Chennai - 600096.  
P : +91 44 2454 3500 | F : +91 44 2454 3510 | E : info@360logica.com

## ANNEXURE I

**Name: Darshan Kailas Thorat**  
**Designation: Associate Consultant -QA**

S.no	Description of Salary Component	Monthly (Rs.)	Annual (Rs.)
1	Basic	13,258	159,098
2	House Rent Allowance	6,629	79,549
3	Special Allowance	10,058	120,699
4	Company's Contribution to PF	1,800	21,600
5	Statutory Bonus	1,400	16,800
6	Health Insurance Premium	0	2,254
	<b>Total Cost to the Company</b>	<b>33,145</b>	<b>400,000</b>

1. \*Special allowance incorporates flexible components which an employee can select upon his joining the company. Under My Compensation My Way plan employee can choose components and corresponding values the following:

- PF deductions (Can be capped at 21600 or can contribute 12% of basic)
- Telephone (INR 18000 per annum)
- LTA (INR 6000, 10000, 20000, 30000, 40000, 60000 per annum)
- Meal Coupons (1000, 1500, 2200 per month)
- Vehicle Maintenance Expense (INR 21600 if vehicle CC is 1600 or less & 28800 if vehicle cc is more than 1600 CC)

2. All entitlements mentioned above are applicable after you join Threesixty Logica Testing Services (P) Ltd.. The entitlements are subject to any company policies/ procedures/ guidelines that may be issued/ modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

3. These entitlements shall cease upon the termination of your employment with Threesixty Logica Testing Services (P) Ltd..

4. The company, at any time, reserves the right to review and restructure its compensation components as governed by the provisions of the Indian Income Tax Act and Rules for each financial year.

**Yours Sincerely,**  
**For Threesixty Logica Testing Services (P) Ltd.**

**Niraj Kumar Ganeriwal**  
**COO & Group CFO**

**Accepted: \_\_\_\_\_**

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

### Noida Office

B 35 - 36, Sector 80, Phase II, Noida - 201305.

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