

Confidential

June 6, 2016

Sl.No:SGS/2016/20525

Mr. Sunny Khona

1/B/10,

Tilak Rd,

Tilak Nagar,

Dombivli (E)


Mumbai - 421201.

Dear Sunny,

Congratulations! We welcome you to the family of Sutherland.

1. With reference to our discussions, we are pleased to appoint you as "**Consultant**". Please note that this position is pending a favorable background verification and reference check. You are requested to join us on or before **June 6, 2016** on the following terms and conditions:
2. Your place of posting will be at **Mumbai**. However during your employment with us you may be posted or transferred / attached to any other units / companies / offices or clients of The Sutherland Global Services Private Limited either in India or Abroad at the sole discretion of the Management.
3. Your emoluments by way of Annual Cost to the Company is Rs. **297500/- per annum (Rupees Two Lakh Ninety Seven Thousand Five Hundred only)**, the details of which are given in the annexure of the appointment letter.
4. You shall report to the **Business Director** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.
5. You may be required to work in shift system of the company as intimated to you from time to time.
6. You are governed by the "**Service Rules and Regulations**" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.
7. This is a contract for employment at will. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. However the company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
8. The company reserves the right to terminate your employment on grounds of un authorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.
9. During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

Candidate Signature: _____


Shiv Kumar Ganapathi
Associate Vice President and
Head of Talent Acquisition, India

Sutherland Global Services Pvt. Ltd.

5th Floor, Reliable Plaza, IT Park, K-19, MIDC, Kalwa Industrial Estate, Thane Belapur Road, Airoli Navi Mumbai -400708
Regd Off.: #45A, Velachery-maina Road, Velachery, Chennai 600042, Tamil Nadu Tel.: +91-44-4200 7884, Fax: +91-44-4204 8329
Website : www.sutherlandglobal.com CIN : U72200TN2000PTC045578

10. You will maintain utmost secrecy of the affairs or works of the company and should not divulge any information of the company by any mode of communication to any other person or organization etc., during your employment with us or thereafter.
11. Your appointment is subject to that your being found medically fit by a doctor nominated by the company and thereafter you will have to maintain a state of overall sound health in order to continue in the services of the company.
12. All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property rights over them.
13. You shall keep the company informed in writing, of any change in your address, failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this contract.
14. You will automatically retire from the services of the company on attaining the age of 58 years.
15. Please bring the following original documents for verification with their photocopies, which would be retained for our records.
 - a. Photographs (Six passport size)
 - b. All educational certificates including mark sheets in full
 - c. Relieving Letter & Service Certificate (If employed previously)
 - d. Proof of Last drawn salary
 - e. Passport / Proof of Address
 - f. Form -16 along with earnings certificate for IT purpose
 - g. Blood Group with Medical Fitness Certificate
 - h. Two Reference Letters from person known to you
16. Please sign and return the duplicate copy of this letter within 3 days of receiving the same as a confirmation of acceptance of the same, failing which this offer shall stand cancelled, unless a written extension is given.

We at Sutherland have the privilege to have you with us and personally welcome and wish you a very successful career with us, and reaffirm our complete confidence in your ability to find professional and personal satisfaction here. All who met you agree you will be a fine asset to the company.

Best wishes for a long, happy and rewarding career with us.

Sincerely,
For Sutherland Global Services Pvt. Ltd.,



Shiv Kumar Ganapathi
Associate Vice President and
Head of Talent Acquisition, India

I have read the contents of this letter and accept the offer of employment with the terms and conditions mentioned above and the enclosed annexures. I hereby also confirm having received my original copy of this Offer Letter.

Candidate Signature: _____

**Annexure
Compensation Structure**

Name:	Sunny Khona
Designation:	Consultant
Date of Joining:	June 6, 2016

Components	Rs. Per month	Rs. Per annum
FIXED PAY (A)		
Basic Salary		
House Rent Allowance	6891	82689
Bonus	3445	41344
Medical Reimbursement	1378	16537
Special Allowance	1250	15000
	5974	71683
SKILL BASED PAY (B)		
Skill Based Pay		
Gross Salary (A + B)	750	9000
PERFORMANCE INCENTIVE (C)		
Performance Incentive	19688	236254
	2750	33000
STATUTORY BENEFITS AND INSURANCE (D)		
Employer's Contribution to PF		
Gratuity	1800	21600
Insurance Premium	331	3975
	223	2670
CTC (A + B + C + D)	24792	297500
Net Salary (Gross - PF)	17888	214654
Potential Earning (Net Salary + Performance Incentive)	20638	247654

Performance Incentive	You will be eligible for Performance Incentive which will be payable from the month subsequent to the month of your joining. This will be based on the parameters which will be defined by your program. On meeting the required standards on each parameter during the month, you will be entitled to receive Rs. 2750/- per month.
Medical Reimbursement	Reimbursements are exempt from Tax to the extent of Bills / Proofs produced and as admissible under Law from time to time.
Gratuity	Gratuity amount shall accrue annually and the eligibility will be only on completion of 5 years of continues service with Sutherland and payable at the time of Final Settlement of Accounts
Insurance Premium	Sum insured under Accident Insurance is Rs.5,00,000/-, Mediclaim is Rs.1,50,000/- for self only.
ESI	If your Gross Pay is less than Rs.15000/- per month, an amount equivalent to 1.75% of your gross salary will be deducted towards ESI every month - For details you may contact your Program HR Executive



Candidate Signature: _____

Shiv Kumar Ganapathi
Associate Vice President and
Head of Talent Acquisition, India

PI Eligibility

Tenured

1. You would be eligible for PI (Rs. 2750 per month) which will be payable on a monthly basis from the month subsequent to the month of your joining
 2. You would not be eligible for PI for the 1st month if you are not joined on 1st day of the calendar month.
 3. From the following month onwards, your PI will be based on you achieving the 3 KRA parameters which will be defined by your program. The first and second parameter entitles you to Rs. 1000 each and the 3rd parameter Rs. 750.
 4. PI is paid in the subsequent month (Feb 13 PI will be paid in Mar 13 salary)
1. PI will always be a Boolean slab (Rs. 0, Rs. 750, Rs. 1000, Rs. 1750, Rs. 2000, Rs. 2750), meaning if you achieve a KRA parameter you get the full amount or nothing if the parameter has not been achieved.

Example:

If an employee joins on 2nd January, employee would be eligible for PI from February and the payments would be paid along with Mar salary.

Candidate Signature

The S.I.A. College of Higher Education
Placement and Conseling Cell
Registration Details for AXIS Bank Placement Drive
Academic Year 2017-18

Date : 3rd March 2018

Sr.no.	Name of the Student	Class	Roll number	Contact number	E-mail Id	Signature
1	Shradha Parabkar	TYBcom	CF15082	7208430210	shradhaparabkar@gmail.com	[Signature]
2	Sagar Nani	TYBcom	CF15124	8898209353	nani81110@gmail.com	[Signature]
3	Rutuja Kadam	TYBcom	CF15045	8976409895	rkadam36@gmail.com	[Signature]
4	Pankaj D. Nayak	TYBcom	CF15073	8898060338	pankajnayak2002@gmail.com	[Signature]
5	Dolly Satra	TYBMS	MF15048	9619308647	dollysatra20@gmail.com	[Signature]
6	Banaswati Rathod	TYBMS	MS16074	9967736465	banaswati151@gmail.com	[Signature]
7	Kaushik. krishnan	TYBMS	MF15027	9168025866	kaushikk654@gmail.com	[Signature]
8	Shubham Singh	TYBMS	MF15055	9702042764	ss5216254@gmail.com	[Signature]
9	Akash yadav	TYBMS	MF15068	9702962422	aa5216254@gmail.com	[Signature]
10	Hema pawar	TYBBI	BF15040	8108879078	hemapawar1996@gmail.com	[Signature]
11	Venkateshan. L.	TYB.com	CS16138	8692062864	venkatesh94@yahoo.com	[Signature]
12	Anjali D Prajapati	TYBBI	BF15044	9167798916	anjali.prajapati2015@gmail.com	[Signature]
13	Kajal R. Singh	TYBBT	BF15055	8652696051	kajal191573@gmail.com	[Signature]
14	Abhinavata Sharma	TYBcom	CF15101	7021655265	abhinavata1996@gmail.com	[Signature]
15	Khushboo Shah	TYBcom	CF15049	9652287312	khushbooshah2002@gmail.com	[Signature]
16	Sivashankari Swaminathan	TYBcom	CF15108	8652845715	shankaribhuvan@gmail.com	[Signature]
17	Pratiksha P. Adhatarao	TYBMS	MF15001	9769855685	pratikshaadatarao@gmail.com	[Signature]
18	Pranjakta R. Jagtap	TYBMS	MF15017	9702099161	pranjaktajagtap1996@gmail.com	[Signature]
19	Vaibhavi N. Tilak	TYBcom	CF15118	7045095108	vaibhavitilak97@gmail.com	[Signature]
20	Sakina R. Shaikh	TYBBI	BF15048	8818707624	saluna151798@gmail.com	[Signature]

V. Prerna



PRINCIPAL
The S.I.A. College of Higher Education
DOMBIVLI (E)

21	Pooja M Singh	TYBBI	BF15053	7506465044	poojasinghis1297@gmail.com	Pooja
22	Stuti S Durgam	TYBMS	MF15008	9930074185	stutidurgams1@gmail.com	Stuti
23	Sanjita I. Yadav	TYBMS	MF15069	7045434446	Sanjita.Yadav47@gmail.com	Sanjita
24	Mansi's Naik	TYBMS	MF15072	7045039355	naikmans466@gmail.com	Mansi's Naik
25	Sandesh S Kamathe	TYBMS	MF15025	8976653202	SandeshKamathe1998@gmail.com	Sandesh
26	Shubham R Pawar	TYBMS	MF15038	7506064019	Coolshubham9808@gmail.com	Pawar
27	Sayali R. Bhandigamre	TYBMS	MF15004	9082908974	Sayali.rmbd1@gmail.com	S.R. Bhandigamre
28	Deepshikha M Bhosale	TYBMS	MS16075	9594929285	Shreerajayash23@gmail.com	Deepshikha
29	Deepa Balyapelli	TYBMS	MF15003	7678002743	deepabalyapelli@gmail.com	Deepa
30	VICTOR DANIEL	TYBMS	MF15034	8655432789	danielvik29@gmail.com	Victor
31	Devika Mehra	TYBMS	MF15032	9832938471	devikamehra2002@gmail.com	Devika Mehra
32	Subhmita Kunder	TYBBI	BF15023	9167615528	subhmitakunder1997@gmail.com	Kunder
33	Nair Rhea Saylee	TYBBI	BF15034	877		

V. Booms
Placement Convener



[Signature]
Principal

PRINCIPAL
The S.I.A. College of Higher Education
Dombivli (E)

The S.I.A. College of Higher Education
Placement and Conseling Cell
Registration Details for AXIS Bank Placement Drive
Academic Year 2017-18

Date : 3rd March 2018

Sr.no.	Name of the Student	Class	Roll number	Contact number	E-mail Id	Signature
1	Nair Rhea Sajeev	TYBBI	BF15034	8779071946	rheasajeev@gmail.com	
2	Pawar Pooja Raju	TYBBI	BF15039	9819556221	rani.pawar746@gmail.com	
3	P. Priyadarshini Gounder	TYBBI	BF15015	9004595077	priyagounder225@gmail.com	
4	Kavita A. Singh	TYBBI	BF15054	8108419871	KavitaSingh150@gmail.com	
5	Simran Sabha	TYBCOM	CF15133	9920355321	-	
6	Adithya Prabhakaran	TYBCOM	CF15075	869266087	-	
7	Nadar Sabha	TYBCOM	CF15068	9833799424	-	
8	AJAY RAKHECHA	TYBBI	BS16074	8108965648	rakhechaajay98@gmail.com	
9	Jabin Ruel	TYBBI	BF15022	9870513920	Rueljabin@gmail.com	
10	Sishank Anand	TYBBI	BF15003	9987390032	sishank1234@gmail.com	
11	Sunita Vishwakarma	TYBBI	BF15059	9967761244	Sunitavi2207@gmail.com	
12	Darshana S. Alek	TYBBI	BF15001	8850448755	darshu777@gmail.com	
13	Dhanashri shinde	TYBBI	BF15051	7110931926	sdhanashri22@gmail.com	
14	Dipali B. Ingawale	TYBBI	BF15018	8693896249	ingawaledipali11@gmail.com	
15	Vijay Iyer	SYBMS	MF16016	8850752392	vijayiyerajan1998@gmail.com	
16	Shubham Dadas	TYBMSLY	-	8779705236	shubhamdadas@gmail.com	
17	Kinuthika Mudhaliyar	TYBMSLY	-	9004203143	Kinuthika96@gmail.com	
18	Reena kannaujia	TYBBI	BF15020	9167480936	kannaujicareena97@gmail.com	
19	Divya Mishra	TYBBI	BF15030	7208730355	divyamishra1702@gmail.com	
20	Vaishna Nair	TYBcom	CF15021	9879888502	Vaishnavnair297@gmail.com	

V.Booma



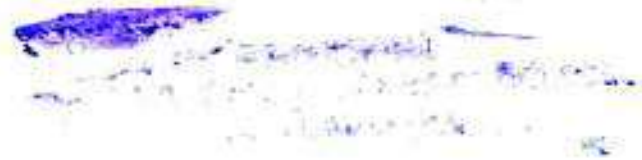
S.I.A. College of Higher Education
Dombivli

21	Shweta Mishra	TYBcom	CF15058	8655324968	mishrashweta@gmail.com	<i>[Signature]</i>
22	Aishwarya Ramachandra	TYBcom	CF15037	8108237604	iyeraishu97@gmail.com	<i>[Signature]</i>
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24						
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V. Booma
Placement Convener



[Signature]
Principal



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Bhushan Rege
Gaurav Vyas
Shruti Mohavil
Vinay Yadav

V Booma

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V Booms

PRINCIPAL
The S.T.A. College of Higher Education
Dhule (C)



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Reena Kannaujiya ✓	kannaujiyareena97@gmail.com	9167480936	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
DIVYA MISHRA ✓	divyamishra1702@gmail.com	7208730355	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
pooja pawar ✓	ranipawar746@gmail.com	9819556221	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
pooja singh ✓	poojasingh151297@gmail.com	7506465044	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
sushmita kunder ✓	sushmitakunder1997@gmail.com	9167615528	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
pooja gupta ✓	poojagupta35094@gmail.com	9167178090	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
suraj gampa ✓	koli6433@gmail.com	9702600253	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
Jatin kulal ✓	kulaljatin@gmail.com	9870513920	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes
Rhea Sajeev ✓	rheasajeev@gmail.com	8779071946	Maharashtra	Thane	West	Mumbai	BDE	pass	Yes

V Boona

The D.A. College of Higher Education,
Dombivli (E)



Date: 20th Feb 2018
Mr. Prashant Anchan
Thane
Mobile No.: 8652522526

LETTER OF PROVISIONAL APPOINTMENT

Dear Prashant Anchan,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:


- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas
Encl: - a/a

Received
Prashant 10-3-18

CTC Annexure
Emoluments and Benefits for the grade of Business Development Executive (for Mr. Aditya Rane)

COMPENSATION	Amount	
	P.A. (₹)	P.M. (₹)
Basic	78,120.00	6,510.00
Basket of Allowances		
Bank's PF Contribution	59,998.00	5,000.00
Gratuity*	9,374.00	781.00
	3,756.00	313.00
SUB TOTAL (Fixed Cash+Retirals)	1,51,248.00	12,604.00
Location Pay	31,200.00	2,600.00
Statutory Bonus#	16,800.00	1,400.00
TOTAL (Fixed Cash+Retirals)	1,99,248.00	16,604.00
Group Mediclaim Policy	3,133.00	261.00
Group Term Life Insurance	1,104.00	92.00
TOTAL PAY (Fixed Cash + Retirals)	2,03,485.00	16,957.00

The CTC structure for the grade of BDE is subject to change as per the Banks Policy.

Date: 20th Feb 2018

Ms. Khyati Joshi

Thane

Mobile No.: 8655586138

LETTER OF PROVISIONAL APPOINTMENT

Dear Khyati Joshi,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.


After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment.

Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Ms. Akshata Morye
Thane
Mobile No.: 8425002125

LETTER OF PROVISIONAL APPOINTMENT

Dear Akshata Morye,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
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2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

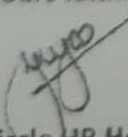
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Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head

Gaurav Vyas

Encl: - a/a

Akshata

Date: 20th Feb 2018
Mr. Arlen Antony
Thane
Mobile No.: 7715857009

LETTER OF PROVISIONAL APPOINTMENT

Dear Arlen Antony,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
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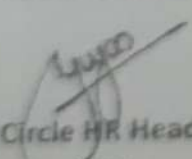
After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment.

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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a

Date: 20th Feb 2018
Ms. Vidisha Moolya
Thane
Mobile No.: 9833701207

LETTER OF PROVISIONAL APPOINTMENT

Dear Vidisha Moolya,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:


- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
- b) Satisfactory background verification reports from an authorized agency of the Bank.
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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Ms. Pooja Gupta
Thane
Mobile No.: 9167178090

LETTER OF PROVISIONAL APPOINTMENT

Dear Pooja Gupta,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

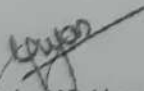
- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a

Date: 20th Feb 2018
Ms. Sayali Gandhi
Thane
Mobile No.: 9930780964

LETTER OF PROVISIONAL APPOINTMENT

Dear Sayali Gandhi,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:


- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Mr. Hemant Mandhare
Thane
Mobile No.: 8451835134

LETTER OF PROVISIONAL APPOINTMENT

Dear Hemant Mandhare,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

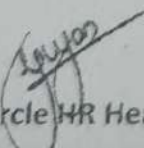
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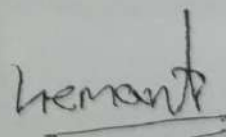
Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a


Hemant

Date: 20th Feb 2018
Ms. Mayuri Narwade
Thane
Mobile No.: 9167442075

LETTER OF PROVISIONAL APPOINTMENT

Dear Mayuri Narwade,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

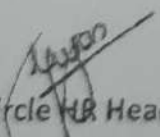
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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a

Mayuri

Date: 20th Feb 2018
Ms. Siddhi Anjarlekar
Thane
Mobile No.: 8097376330

LETTER OF PROVISIONAL APPOINTMENT

Dear Siddhi Anjarlekar,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

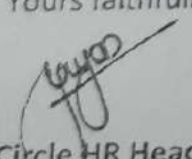
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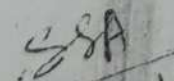
Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a


16/03/18

Date: 20th Feb 2018
Mr. Shubham Shinde
Thane
Mobile No.: 8879087501

LETTER OF PROVISIONAL APPOINTMENT

Dear Shubham Shinde,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

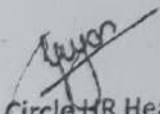
- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
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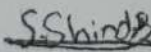
After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, **Appointment letter** will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaufav Vyas
Encl: - a/a



Date: 20th Feb 2018

Mr. Viraj Bhoir

Thane

Mobile No.: 8087251321

LETTER OF PROVISIONAL APPOINTMENT

Dear Viraj Bhoir,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

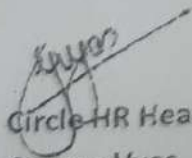
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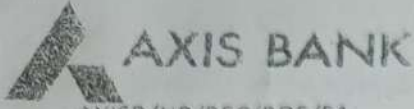
Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



AXISB/HR/REC/BDE/51

Date: 20th Feb 2018
Mr. Advait Chavan
Thane
Mobile No.: 9768023406

LETTER OF PROVISIONAL APPOINTMENT

Dear Advait Chavan,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

- Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
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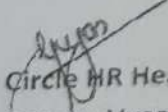
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Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Mr. Shubham Shrivardhankar
Thane
Mobile No.: 9594243008

LETTER OF PROVISIONAL APPOINTMENT

Dear Shubham Shrivardhankar,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

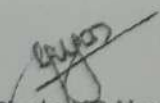
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We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Mr. Aditya Rane
Mumbai
Mobile No.: 7715950097

LETTER OF PROVISIONAL APPOINTMENT

Dear Aditya Rane,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

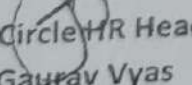
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- b) Satisfactory background verification reports from an authorized agency of the Bank. (The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a

Date: 20th Feb 2018
Ms. Kirtana Panicker
Thane
Mobile No.: 9930648215

LETTER OF PROVISIONAL APPOINTMENT

Dear Kirtana Panicker,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

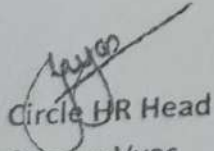
- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
- b) Satisfactory background verification reports from an authorized agency of the Bank. (The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a


Kirtana

Date: 20th Feb 2018
Ms. Lakshmi Iyer
Thane
Mobile No.: 9892635805

LETTER OF PROVISIONAL APPOINTMENT

Dear Lakshmi Iyer,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

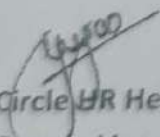
- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a

Lakshmi



AXIS BANK

AXISB/HR/REC/BDE/43

Date: 20th Feb 2018
Mr. Prasad Mhatre
Thane
Mobile No.: 9820127750

LETTER OF PROVISIONAL APPOINTMENT

Dear Prasad Mhatre,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
- b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).

2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

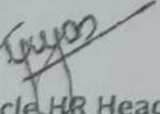
After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment.

Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Mr. Sameer Sawant
Thane
Mobile No.: 7738848322

LETTER OF PROVISIONAL APPOINTMENT

Dear Sameer Sawant,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:


- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials, and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

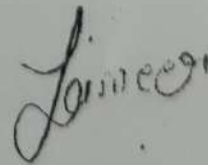
Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Date: 20th Feb 2018
Ms. Aishwarya Bhor
Mumbai
Mobile No.: 8692085861

LETTER OF PROVISIONAL APPOINTMENT

Dear Aishwarya Bhor,

1. We take immense pleasure to inform that, you have been selected for the role Business Development Executive (BDE).

Your appointment will be subject to the following conditions:

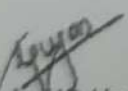
- a) Fulfilling the prescribed eligibility criteria i.e. age limit 26 years, born on or after 1st April, 1992 and graduation in regular mode, from any stream.
 - b) Satisfactory background verification reports from an authorized agency of the Bank.
(The certificates / documents / information submitted by you shall be deemed to be material for the purpose of this admission. If any of these certificates, documents, information, statements, claims are found to be false or incomplete; your admission is liable to be terminated, forthwith as having been secured on misrepresentation / suppression of facts).
2. After successful completion of your graduation, you will be appointed in the Bank in the grade of Business Development Executive and posted at any of the Branches of Axis Bank. The compensation will be as per Annexure A. This CTC is inclusive of Retrials and Bonus.

After completion of your graduation you will undergo non-stipend based training for 15 days in any one of the Branches of Axis Bank. After successful completion of the training programme, Appointment letter will be issued along with the terms and conditions of your employment. Though the Bank will take into account the place of domicile of the candidate, while deciding her / his initial posting, the final choice of branches / offices of the Bank will be as per the needs and business requirements of the Bank.

Kindly submit the acknowledged copy of the letter to the respective Circle HR official.

We at Axis Bank wish you success and look forward to your having a long and rewarding career with us!

Yours faithfully,


Circle HR Head
Gaurav Vyas

Encl: - a/a



Letter of Intent

Date: 30/05/2018

To,

Mr. /Ms. MAHIMA SHARMA

Location : DOMBIVLI

Greetings!!

With reference to the interview you had with us, we are pleased to offer you the position of OPERATION EXECUTIVE in "Dealmoney Securities Pvt. Ltd.", Thane.

As mutually discussed and agreed, we are intending you to join "Dealmoney" within 7 days from the date of receipt of this letter.

Your location of job will be in Thane and your reporting date will be 31-MAY-2018

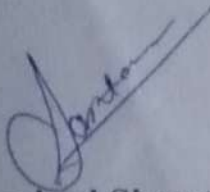
The Final Letter of Agreement will be handed over to you upon joining the Services of the company which will be after your date of joining.

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

We are delighted and looking forward to a mutually beneficial association and wish you Success.

Yours Sincerely,

For Dealmoney Securities Pvt. Ltd.



Authorized Signatory



TECHNOSERVE
BUSINESS SOLUTIONS TO POVERTY

**Report to SIA College of Higher Education
Principal and Head Coordinators**

Subject: Current Placement Report March 2019

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BCom	27	14-12-2018	22-02-2019	21	Kangan C
BBI	25	14-12-2018	22-02-2019	18	Kangan C
BMS	32	14-12-2018	22-02-2019	21	Kangan C

Total Placed students through TechnoServe is 60

Summary of training:

The students have completed a 106-hour program including a Youth Development Module focusing on personal development and a BFSI BDE module to give a deeper understanding of the job market.

Summary of placements:

Company Name	Number of students placed	Salary offered
ICICI Bank	11	1,68,000 per annum + incentives
Reliance Jio	8	1,68,000 per annum
HDB Financial Services	11	1,80,000 per annum + incentives
ConnectQ Business Solutions	3	1,44,000 per annum + incentives
HDFC Life Insurance	4	2,20,000 per annum + incentives
Kotak Mahindra Bank	13	1,70,000 to 1,80,000 per annum + incentives
Jana Bank	5	1,60,000 + incentives
Equitas	5	1,80,000 + incentives
Total	60	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.





TECHNO SERVE
 BOARDING SOLUTIONS TO INNOVATE

**Report to SIA College of Higher Education
 Principal and Head Coordinators**

Subject: Current Placement Report March 2020

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BMS/BBI	66	12-02-2020	11-03-2020	41	Priyanka B
BCom	42	16-10-2019	23-01-2020	37	Kangan C

Total Placed students through TechnoServe is 78.

Summary of training:

The students have completed 60 hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. Additional training and resources is made available to students on TechnoServe's proprietary online learning platform. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Company Name	Number of students placed	Salary offered
ICICI Bank	14	1,68,000 per annum + incentives
Andromeda	10	1,44,000-2,16,000 per annum + incentives
JFL (Bharati AXA Life Insurance)	15	1,08,000-1,44,000 + incentives
HDB Financial Services	1	1,56,000 per annum + incentives
Kotak Mahindra Bank	3	1,70,000 to 1,80,000 per annum + incentives
5 Paisa Capital	2	1,80,000 to 2,40,000 per annum
Axis Bank	14	1,80,000 - 2,20,000 + incentives
ICICI Prudential	9	1,92,000 - 2,04,000 + incentives
Teleperformance	10	1,44,000- 1,80,000 +incentives
Total	78	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.



Date: June 11, 2018

Ref: LTI/HR/Campus/2018

Name: THANMOZHE HARIHARAN

College: SIA College Of Higher Education

OFFER OF EMPLOYMENT

Dear THANMOZHE HARIHARAN,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.

4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Joji Varghese
Sr. HR Manager

I have read the letter and accept the same.

Signature and Date

ANNEXURE-1

Name : THANMOZHE HARIHARAN		Date : June 11, 2018
Salary Grade : AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		3,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		747
Meal Allowance		1,210
Sub- Total (A)	213,684	17,807
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1200
Gratuity		481
Sub- Total (B)	20,172	1,681
Total (A+B)	233,856	19,488
Variable Pay	10,000	
Mediclaime Premium	4,140	
Grand Total	248,000	
<p>Notes:</p> <ul style="list-style-type: none"> - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any , subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution. - The eligibility for payment of Gratuity is a minimum of five years of service in the Company. - The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same. - Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents. <p>Medical Insurance:</p> <p>The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>		

ANNEXURE-2

LTI-Eligibility Criteria for Non-Engineering Candidates- 2018 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2018)	Less than 23 years
Academic Gap:	No Academic gap allowed during/middle of the course for SSC, Diploma/HSC, Graduation
Course must complete in:	3 years
SSC, HSC , Diploma (if applicable) Percentages / CGPA:	55% & Above OR Equivalent CGPA
	NOTE: SSC /HSC should have cleared in FIRST ATTEMPT only. Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. For candidates pursuing HSC and Diploma(both),marks scored in the Diploma degree will be taken into consideration.
Graduation Percentages/CGPA:	Aggregate of 55% & Above <u>OR</u> Equivalent CGPA
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)
Re-attempts/ATKTs /Backlogs/Arrears: (Diploma, Graduation)	Reattempts/Backlogs <u>are allowed</u> . There is no constraint on the count of Reattempts/Backlogs.
	• No Re-attempts/ATKTs/Backlogs/Arrears allowed in the <u>final semester</u> of any course.
Nature of Course:	All Full Time courses Only
Year of Passing:	2018 SUMMER Graduates Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS

If any information supplied by you in your application or during the selection process is found to be incorrect and/or false and/or you suppress material information regarding your qualification, experience or medical history, LTI reserves right to revoke this 'Offer of Employment' without any notice.

Candidate ID: 2424493/325659,

Date of Joining: 07/18/2019,

Joining Location: Mumbai,

Designation: Software Associate,

Dear Abhishek Sampat Mankar,

To ensure that you experience a smooth onboarding, we would like to help you with a brief agenda for your day one at Capgemini.

1.	Welcome Address
2.	Verification of master data sheet, which contains your detailed information.
3.	Verification of joining documents*
4.	Receipt of employee handbook and visitor-cum-bus pass
5.	Submission of signed documents
6.	Receipt of hard copy of offer letter
7.	ID cum access card formalities
8.	Bank account opening formalities
9.	Meeting the buddy

Please report by 8:30 am at **Mumbai** office, for joining formalities as per the address mentioned below:

Address

Capgemini Technology Services India Limited
Capgemini Knowledge Park, IT 1/ IT 2, TTC Industrial Area,
Thane – Belapur Road, Airoli, Navi Mumbai – 400708, Maharashtra.

Please carry a complete set of original and photocopied documents (2 sets) as specified below.

1.	Hard copy / email copy of Capgemini offer letter shared with you
2.	Employment Documents: <u>Current Employment(Immediate Previous)</u> a) Relieving letter /Experience Certificate(if both these documents are not there, Resignation Acceptance Resignation acceptance mail is mandatory/Automated Copy of email resignation/Approved mail resignation (mentioning of last working day from the HR is mandatory) b) Payslips for last 3 months c) Form 16 d) Salary Account 6 months Bank Statement e) Letter of appointment/Offer letter from employer which captures start date <u>Previous Employment</u> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day
3.	<u>Education Documents</u> a) 10 Marksheet and certificate. b) 12th marksheet and Certificate. c) Graduation Marksheets and certificate/Diploma certificate. d) Post-Graduation Marksheets and degree certificate(If applicable) e) Any other relevant certificate
4.	<u>Proof of identity/ Address</u> a) PAN Card b) AADHAR Card c) Passport In case any of the proof of Identity/Address mentioned above not available then any TWO of the below proofs i) Voters Id ii) Driving License iii) Ration card iv) Electricity Bills v) Gas card vi) Notarized Self Affidavit
5.	Passport size photographs(6 nos)
6.	<u>Self Employed/CO-owner/Freelancing/ Partnership employment(s)(if applicable)</u> a) Form 16/Form 26AS b) Bank statement for 6 months c) Shop License
7.	Cancelled Cheque of Saving Bank Account having IFSC Code details - Mandatory
8.	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme Mandatory.

Please note that Capgemini may ask you to submit additional documents as and when required, especially with respect to the Background verification process.

In the absence of the above listed documents your onboarding may be delayed or deferred.

Kindly note: <ul style="list-style-type: none"> • Capgemini has a dress code policy and you need to always dress in formal attire. • If you are driving to office on the first day, please ensure you are there by 8:15 AM IST, and contact security at the main gate for your entry pass.

Best Regards,
Team HR

The information contained in this message is proprietary and confidential. Copyright © 2013. All rights reserved by Capgemini.

EMPLOYMENT OFFER LETTER

Capgemini Ref: 2424493/325659,

07/16/2019,

Abhishek Sampat Mankar,
B/A-15, Gangamai CHS,
Sakharam Complex Dombivli (w.)

Confidential

Dear Abhishek Sampat,

Pursuant to our discussions, we are pleased to offer you employment opportunity, on probation basis, with **Capgemini Technology Services India Limited ('Capgemini' or 'Company')** starting from **07/18/2019** (or such other date as may be communicated to you by the Company), as per details given below.

- A) Your current designation will be **Software Associate/A3**
- B) You will be required to work at the Company's offices in Mumbai
- C) Your all-inclusive annual target compensation (on a cost to company basis) will be INR **250,011** (Rupees **Two Lakhs Fifty Thousand and Eleven** only) which would comprise your salary, applicable statutory benefits, bonus, if any, and/or any incentives as applicable to you. Your compensation shall be paid on a monthly basis, in arrears. The Company shall deduct tax at source at the time of making payment.

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

Abhishek Sampat Mankar**Software Associate**

Total Cost to Company (CTC).

Rs.250,011

Monthly Components	Per Month	Annualized
Basic	Rs. 10,000.00	Rs. 120,000.00
House Rent Allowance		
Other Reimbursements & Allowances#		
Personal Allowance	Rs. 4,469.00	Rs. 53628.00
Advance Statutory Bonus	Rs. 2,980.00	Rs. 35,760.00
Gross monthly salary	Rs. 17,449.00	Rs. 2,09,388.00
Statutory payments ++		
Capgemini's contribution to PF ++	Rs. 1,736.00	Rs. 20,832.00
Gratuity (accrual only)	Rs.481.00	Rs.5,772.00
Total Fixed Compensation	Rs. 19,666.00	Rs. 2,35,992.00
Total Cash Compensation	Rs. 19,666.00	Rs. 2,35,992.00
Benefits		
Medical, Accident & Life Insurance Premium		Rs. 7,215.00
Capgemini contribution to ESI	Rs. 567.00	Rs. 6,804.00
Total Cost to Company		Rs. 250,011.00

You may choose any of the following optional instruments that are a part of the Other Allowance & Reimbursements. Balance amount that is not claimed will be paid as Taxable on monthly basis after withholding taxes. For details on claiming these instruments please check the [Other Allowance and Reimbursements FAQ and Claim Forms](#).

Other Allowance & Reimbursements	Annualized
Telephone	19,800.00
LTA	60,000.00
Meal Coupons	24,000.00
Vehicle Reimbursement	21,600.00

Notes:

1. The payroll processing will be as per Company policy notified from time to time.
 2. Employees should decide on the Other Allowances and Reimbursements (OAAR) at the time of joining; any changes will be accepted as per Company policy applicable from time to time.
 3. For claiming tax benefit in case of admissible allowances and reimbursements (eg. LTA, telephone etc), you will have to submit supporting (bills) to the Company's satisfaction along with the reimbursement claim form in the prescribed format and within the timeline stipulated by the Company. The reimbursements will be processed as per the applicable Company's policies, which are subject to change without notice. The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments, which will be deducted at source as per the applicable law. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
 4. In cases where Permanent Account Number (PAN) is not produced, highest tax rates will apply to all amounts on which tax is deductible at source under the applicable tax law.
 5. The Company reserves the right to change the compensation structure and/or the compensation components from time to time.
- ++ These statutory payments are included based on current applicable practice and law and are subject to changes based on changes in law from time to time. Also, please further note, that any changes /modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate email communication, about any changes/ modification to statutory payment.
- ++ Employee's contribution towards PF and ESI will be made from the monthly salary. If employee moves out of ESI coverage on account of his/her salary crossing the defined threshold, deduction of employer and employee's contribution would continue up to the ESI contribution cycle defined by law.
- ** This is the maximum limit you are eligible for. You may choose any of the following optional components under 'Other Allowance & Reimbursements' Non taxable components (except Meal Coupons) would be paid based on a claim by employee through payroll. Taxable component would be paid on a monthly basis. All payments will be based on Company's policies.

D.) The following elements are included in the compensation package stated above:

1. Provident Fund- You will be covered under the Capgemini Technology Services India Limited Employees' Provident Fund (PF) scheme wherein, the Company will contribute towards PF at the statutory rate as may be defined by the government from time to time. Your contribution and the Company's contribution have been included as a part of the above-mentioned compensation.
2. Gratuity- Upon cessation of employment after completion of continuous service of at least five (5) years with the Company, you will be eligible for gratuity as per the Payment of Gratuity Act. The amount towards gratuity accrual forms a part of the above-mentioned compensation.
3. ESIC- In the event you are eligible, you will be covered under the Employees' State Insurance Act wherein, the Company will contribute towards ESIC at the statutory rate. Your contribution and the Company's contribution form a part of the above-mentioned compensation.

NOTE:

- a.) All statutory payments are demonstrated based on current applicable practice and law and may be subject to changes based on changes in law from time to time. Further, any changes/modification to statutory payments, due to change and/or amendment in law, shall not be treated as change in service condition(s) and therefore no notice of such change will be provided to you. However, Company shall endeavor to inform you, via separate communication, about any changes/modification to statutory payment.

E.) As an employee of the Company, you shall be entitled to the following benefits subject to any change made by the Company from time to time:

1. Group Medical Insurance- In accordance with the Company's policy, you and your immediate family (as defined in the Company's policy) shall be covered under the Medical Insurance policy held by the Company. Additionally, if you are required to travel abroad, you may be covered under the Company's Overseas Medical Insurance Policy.
2. Group Personal Accident Insurance- You shall be covered under the Personal Accident Insurance Policy held by the Company.
3. Group Term Life Insurance- You shall also be covered under the Group Term Life Insurance Policy held by the Company.
4. Transport Facility- Bus transport facility may be available, by paying nominal charges as per Company's policy, on various routes at different Company locations. If you opt for the facility, the applicable charges will be deducted from your salary in the monthly payroll.
5. Annual Leave/Public Holidays- You will be eligible for annual leaves and public holidays as determined by the Company's Leave Policy which is subject to change from time to time.

If you become indebted to the Company for any reason, the Company may, if it so elects, set off any sum due to the Company from you against the compensation payable to you and collect any remaining balance from you.

F.) Probationary Period:

1. You will be on probation for period of six months from your date of joining the Company and continuity of your employment with the Company is dependent on confirmation of your employment. The Company reserves the right to revise the probation period depending on your performance and/or other consideration.
2. At any time during your probation period the Company may confirm your employment by way of a written communication, if your performance is found to be satisfactory. Your probation shall be deemed extended, for a period not exceeding 30 days, in a situation where you do not receive the aforesaid written communication from the Company.

- G.) Performance Review: You will be eligible to participate in Company's performance review process as per Company policy.
- H.) Conditions of hire:
1. Your employment with the Company will be subject to the following pre-conditions:
 - a. You will submit relevant documents as mandated by the Company;
 - b. You obtain requisite certification or complete mandated assessments which are basis for offering you employment opportunity with the Company;
 - c. You obtain a clear discharge and/or relieving letter from your most recent employer (prior to joining the Company). Nevertheless you must submit a clear discharge and/or relieving letter within fifteen (15) days of joining the Company;
 - d. You represent that acceptance of employment with the Company does not breach any terms/provisions of your previous employment agreement or any other agreement to which you are bound.
 - e. You acknowledge that the Company has offered you employment based on the fact that there are no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.
 - f. You provide two satisfactory references, one being from your most recent employer (prior to joining Capgemini);
 - g. Your background verification check (including address, academics, employment, criminal etc as applicable) conducted by the Company is cleared; and
 - h. You represent that you have not been involved in any fraud, unethical and/or immoral acts, departmental inquiry in your previous employment(s) and/or been part of any pending investigation (whether judicial, quasi-judicial or otherwise) which you have not disclosed from the Company prior to your joining.
 - i. Your employment shall be subjected to the below-mentioned additional terms and conditions.

a.You should clear the final degree examination and submit your degree marks sheet and/or certificate, as a proof of passing. In the event you fail to clear the final examination in the first attempt or fail to submit the proof of the same by 30th September 2019 , our Offer shall stand automatically revoked or otherwise your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

b.You will be required to clear the mandatory Entry Level Certification Training Test of the Company in the first attempt. The details of the mandatory certification and the test will be communicated to you upon your joining the Company. If you do not successfully clear such test, your employment with the Company shall cease immediately without any further obligation or liability upon the Company.

c.As a condition of your employment with the Company, you will be required to undergo certain specialized training, certification and/or skill up gradation, at the cost, resource and expense of the Company. In consideration thereof, you shall be required to sign a training agreement or service agreement with the Company, and inter alia provide a commitment to work for the Company for 24 months, failing which there would be certain monetary liabilities that you would need to bear. Prior to acceptance of our Offer, you may request HR Department for more details in this respect including draft of such an agreement, for your review. You fill the complete Back ground verification link given along with the welcome mail of the offer.

2. Your employment is inter alia based on the information furnished by you to the Company including declarations and undertakings thereto. If at any time during your employment with the Company, the Company discovers that you have furnished any false, fake, forged information (including documentation) for securing employment with the Company or otherwise, the Company reserves the right to take disciplinary action against you, including, but not limited to, right to terminate your employment without notice and your employment with the Company will be void ab-initio.

I.) Your employment with the Company will also be governed by the terms and conditions of employment contained in **Exhibit 1** attached hereto.

J.) The Company's address for sending notice in relation to your employment is as below:

Kind Attn: Head - Human Resources

Address: Capgemini Technology Services India Limited,
Capgemini Knowledge Park, IT 3 IT 4, SEZ, Thane-Belapur Rd, TTC
Industrial Area, Airoli, Navi Mumbai, Maharashtra 400708

Email: hremployeeservices.in@capgemini.com

You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without our prior written consent.

At Capgemini, one of our goals is to afford all our people the opportunity to pursue their careers, to achieve their personal best, and to balance their personal and professional goals. Capgemini values your abilities and believes it can provide you with an atmosphere in which you can develop your professional talents to the fullest.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return a duplication version of this letter immediately to us within fifteen(15)days from the date of this letter. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter.

For Capgemini Technology Services India Limited



Jaideep Chavan
Head - Talent Acquisition & Resourcing

Acceptance

I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter ') and accept all the terms and conditions of this Letter in its totality. I confirm that there are no other oral/written understandings other than as detailed herein between me and Capgemini Technology Services India Limited.

This Letter supersedes all previous agreements (written or oral) between the parties in relation to the subject-matter. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Name: Abhishek Sampat Mankar

Date: 07/16/2019

EXHIBIT 1

Terms & Conditions of Employment with Capgemini Technology Services India Limited

1. CURRENT WORK LOCATION:

1.1 Capgemini Technology Services India Limited ("**Capgemini**" or "**Company**") may require you to work at other Company locations and/or on customers' sites both, within or outside India. The Company shall seek to give you reasonable notice of extensive travel requirements, and to take into account your personal circumstances where appropriate.

1.2 Depending upon exigencies of business you may be transferred/deputed, at Company's sole discretion, within India or outside by the Company in any capacity as the Company may desire from time to time, from:

- a) one location to another; or
- b) one team/department/account/function/Business Unit to another; or
- c) one project/job to another; or
- d) the Company to any other group entity or affiliate or any other business associate as the Company may deem appropriate from time to time.

1.3 Such transfer/deputation/assignment/relocation shall not entitle you to ask for revision in your salary or any terms or conditions of your service. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer/deputation/assignment/relocation you will be governed by the relocation policies and policies of the Company existing at that time. Consequent to such transfer/deputation/assignment/relocation, you will be governed by the terms and conditions of service as applicable to your category of employees in the new location (which includes but is not limited to office days/hours and holidays).

2. DUTIES AND RESPONSIBILITIES:

2.1 You shall devote your skill, knowledge and working time to the conscientious performance of your duties and responsibilities towards the Company. You shall perform your duties with diligence, devotion and discretion. You shall comply with all directions given to you by your reporting manager/supervisor and shall faithfully observe all the rules, regulations and Company policies. Further, the Company may, at any time, in its sole discretion, suitably modify your roles, responsibilities and duties.

3. COMPENSATION:

3.1 Your all-inclusive annual target compensation and corresponding details are provided in the Employment offer letter.

4. TRAINING:

4.1 During the term of your employment, the Company may offer you an opportunity to undergo certain specialized training, certification and/or skill upgradation from time to time, which shall inter alia enhance your career opportunities at the Company and otherwise. In case you accept the Company's offer for training, the Company is likely to incur expenses including in relation to training costs, course fees, recruitment and induction costs, salary and benefits during training period, opportunity loss, etc. Depending on the nature of training/certification and corresponding cost and expenses, the Company may require you to execute training agreement with the Company for a specific period (which will be indicated to you at that time) in consideration of the cost the Company would be incurring for such training/certification. Under such training agreement, you shall agree to inter alia serve a minimum term of employment with the Company, failing which you will be required to reimburse the Company for the cost of training/certification identified in the training agreement and any other costs related to the training/certification.

5. COVENANTS AND REPRESENTATIONS:

5.1 You also agree that during the term of your employment with the Company and for twelve (12) months after the cessation of employment, regardless of the reason of cessation of employment, you will not:

- a.) directly or indirectly, on your own behalf or on behalf of or in conjunction with any person or legal entity, recruit, hire, solicit, or induce, or attempt to recruit, hire, solicit, or induce, any employee of the Company with whom you had dealings, personal contact or supervised while performing your duties or otherwise, to terminate their employment relationship with the Company;
- b.) directly or indirectly, solicit or attempt to solicit business, customers or suppliers of the Company or of its affiliates;
- c.) directly or indirectly, solicit or attempt to solicit or undertake employment with any client of the Company or any organization where you have been taken or sent for training, deputation or secondment or professional work by the Company; and
- d.) provide or attempt to provide professional services similar to those provided by the Company to its current or prospective customers, with whom you (i) had business interactions or any other dealings on behalf of the Company during your employment with the Company and/or (ii) had been directly associated with the customer in relation to a project.

5.2 You and the Company acknowledge and agree that the duration and scope of the Covenants contained herein are fair and reasonable. Accordingly, you and the Company agree that, in the event that any of the covenants contained herein are nevertheless determined by a judicial or quasi judicial body to be unenforceable because of the duration or scope thereof, the judicial or quasi judicial body making such determination may reduce such duration and/or scope to the extent necessary to enable such judicial or quasi judicial body to determine that such covenant is reasonable and enforceable, and to enforce such covenant as so amended

5.3 You will also be governed by all applicable rules, processes, procedures, and policies (including but not limited to Information Security Management System (ISMS) policies and procedures, Code of Business Ethics of the Company, which are not specifically mentioned in this Letter. The applicable rules/processes/procedures/policies are available on the Company's Intranet and you are expected to go through the same carefully. For any clarification in relation to applicable rules/processes/procedures/policies, please get in touch with concerned department. If at anytime during your employment with the Company, you are found in violation of any applicable rules, processes, procedures, or policies of the Company, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.4 Capgemini prides itself as a company with the highest order of ethical conduct in its dealings with employees, customers, service provider, agents, governments or any other third party. It is important that you fully understand this philosophy and the relevant policies. If at anytime during your employment with the Company, you are found to be in violation of such policy and/or generally accepted ethical/moral standards, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

5.5 You declare that you are medically fit to carry out the duties expected of you by the Company. You represent that you have no communicable disease and you are not addicted to drugs or any other substance of abuse. During the term of your employment with the Company, you are required to be medically fit to perform the duties assigned to you from time to time. As to whether you are medically fit, is an issue which will be professionally determined by the Company and you shall be bound by such determination. The Company may require you to undergo periodical medical examination as and when intimated to you by the Company.

5.6 You represent that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform your duties towards the Company. You covenant that you will be fully responsible for any personal liabilities that may arise as the result of an agreement or arrangement between you and any third party and that the Company will in no way be concerned with such liabilities.

5.7 You will at all times maintain your ability to be employable and in the event of any change in your personal circumstances resulting in possible alteration to the employability status, you will keep the Company informed in writing about such change.

5.8 During your employment with the Company, to meet the exigencies of business, the Company may require you to (i) work on any project that you are assigned to, on any technical platforms/skills and nature of the project or (ii) work night hours or (iii) work in shifts (including night shifts).

5.9 Regardless of any secondment to any of the Company's affiliated entity/business associate/joint venture or where you may be required to work overseas for any such entity for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Capgemini entities other than the salary and benefits specified in the Employment Letter and/or the salary and benefits that may be determined by Capgemini and communicated to you in writing.

5.10 Unless specifically authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company. You shall also not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company.

5.11 During the period of employment, you agree not to draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, pledge the Company's credit except so far as you may have been authorized by the Company to do so, either generally or in any particular case.

5.12 During the term of your employment, you shall not communicate with the media or with journalists in relation to the Company or its affairs, without obtaining a specific prior written permission from the Company.

5.13 You acknowledge and provide your consent vide Consent Letter for use of personal information including Sensitive Personal Data or Information ("SPDI") to the Company (a) to share your sensitive personal data or information about you and/or your dependents (wherever applicable) provided to the Company with third parties for purposes deemed appropriate by the Company from time to time; (b) to share information about you with affiliates of the Company for administrative purposes/audit and with clients/prospects in relation to any staff augmentation requirements; (c) to treat any personal data to which you have access in the course of your employment strictly in accordance with Company policies and not using any such data other than in connection with and except to the extent necessary for the purposes for which it was disclosed to you. You further acknowledge and consent for use of your personal images and voices in marketing material, videos, etc; and confirm that you have read and understood the Company's Privacy Policy in relation to the collection, processing, use, storage and transfer of SPDI and you agree to the terms thereof.

5.14 You agree to comply with all laws, ordinances, regulations applicable in relation to your employment with the Company including but not limited to the anti-corruption laws, anti bribery laws such as Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States and the Bribery Act 2010 of the United Kingdom and/or data privacy laws. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

5.15 You hereby represent to the Company that:

- a.) you are legally permitted to reside and be employed in India;
- b.) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;
- c.) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;
- d.) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;
- e.) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and
- f.) you have all requisite power and authority, and do not require the consent of any third party to accept our offer.

6. CONFIDENTIALITY:

6.1 This is a highly Confidential and Private document. You are required to maintain, at all times, the confidentiality and ensure that the contents or details of this Letter are not shared with anyone.

6.2 You are aware that in the course of your employment with the Company, you shall have access to Confidential Information. "Confidential Information" shall mean and include, but not limited to, proprietary, confidential, sensitive, personal information about inventions, products, designs, methods, know-how, techniques, trade secrets, systems, processes, strategies, software programs, content, data, techniques, plans, designs, programs, customer information, works of authorship, intellectual property rights, customer lists, employee lists and any other personally identifiable information about any employee of the Company or its affiliate or personally identifiable information of its customers or clients of its customers, user lists, vendor lists, content provider lists, supplier lists, pricing information, projects, budgets, plans, projections, forecasts, financial information and proposals, intellectual property, terms of this Letter and any other information which due to the nature or character of such information, any prudent person might reasonably under similar circumstances treat such as confidential or would expect the Company to regard such information as Confidential, all regardless as to whether such information is in written form or electronic form or disclosed orally before or after the date hereof.

6.3 You agree that you may receive in strict confidence all Confidential Information of the Company, its affiliates or its clients or prospective clients of the Company or its affiliates. You further agree to maintain and to assist the Company in maintaining the confidentiality of all such Confidential Information, and to prevent it from any unauthorized use.

6.4 You agree and confirm that, you will, at all times:

- a) maintain in confidence all such Confidential Information and will not use such Confidential Information other than as necessary to carry out the purpose for which it was shared with you;
- b) not disclose, divulge, display, publish, or disseminate any such Confidential Information to any person except with the Company's prior written consent;
- c) treat all such Confidential Information with the same degree of care that you accord to your own confidential information, but in no case less than reasonable care;
- d) prevent the unauthorized use, dissemination or publication of such Confidential Information;
- e) not copy or reproduce any such Confidential Information except as is reasonably necessary for the purpose for which it was shared with you;
- f) not share such Confidential Information with any third party (specifically those person who are in the same field of activities as that of the Company or are in direct or indirect competition to the Company);
- g) not use such Confidential Information in any way so as to procure any commercial advantage for yourself or for any third party or in a manner that is directly or indirectly detrimental to the Company;
- h) neither obtain nor claim any ownership interest in any knowledge or information obtained from such Confidential Information; and
- i) not use or attempt to use any such Confidential Information in any manner that may harm or cause loss or may be reasonably expected to harm or cause loss, whether directly or indirectly, to the Company, its affiliates or its customers.

6.5 All such Confidential Information shall remain the sole and exclusive property of the Company, and no license, interest or rights (including, without limitation, any intellectual property rights) to such Confidential Information, or any copy, portion or embodiment thereof, is granted or implied to be granted. Nothing in this Letter shall limit in any way the Company's right to develop, use, license, create derivative works of, or otherwise exploit its own Confidential Information.

6.6 You shall be under no obligation of maintaining confidentiality of such Confidential Information as per provisions of this clause if the information:

- a) was in your possession before receiving the same from the Company pursuant to this Letter;

- b) is or becomes a matter of public knowledge through no fault of yours; or
- c) is rightfully received by you from a third party without a duty of confidentiality.

6.7 If you are served with a court or governmental order requiring disclosure of any part of such Confidential Information, you shall, unless prohibited by law, promptly notify the Company before any disclosure and cooperate fully (reasonable expense to be borne by the Company) with Company and its legal counsel in opposing, seeking a protective order or limit, or appealing any such subpoena, legal process, request or order to the extent deemed appropriate by the Company.

6.8 Upon cessation of your employment with the Company or on a written request of the Company, whichever is earlier, you shall return or destroy (at the Company's option) any part of such Confidential Information that consists of original, and copies of, source material provided to you and still in your possession and, if requested by the Company, shall provide written confirmation to the Company to that effect.

6.9 You shall not, whether during your employment and/or after cessation of your employment, for whatever reason, use, disclose, divulge, publish or distribute to any person or entity, otherwise than as necessary for the proper performance of your duties and responsibilities under this Letter, or as required by law, any confidential information, messages, data or trade secrets acquired by you in the course of your employment with the Company.

6.10 If you are found to be in breach of this clause, the Company reserves the right to take disciplinary action against you, including right to terminate your employment without notice.

6.11 You shall maintain the confidentiality of all price sensitive information and shall handle all such information on a strict 'need to know' basis i.e. disclose only to those within the Company who need the information to discharge their duty. You shall not pass on such information to any person directly or indirectly by way of making a recommendation for the purchase or sale of securities. Further, during your employment, you shall be subject to applicable trading restrictions e.g. when the trading window is closed, you shall not trade in the Company or any of its affiliates' securities during such period.

7. INTELLECTUAL PROPERTY:

7.1 "Intellectual Property Rights" shall mean all industrial and intellectual property rights (including both economic and moral rights), including, without limitation, patents, patent applications, patent rights, trademarks, trademark applications, trade names, service marks, service mark applications, copyrights, copyright applications, databases, algorithms, manuscripts, computer programs and other software, know-how, trade secrets, proprietary processes and formulae, inventions, trade dress, logos, design and all documentation and media constituting, describing or relating to the above.

7.2 You represent that all services performed by you for the Company shall be your original work and shall not incorporate any third party materials or work in which you or any third party asserts an ownership interest or Intellectual Property Right. Provided that in the event the Company is held liable or is faced with a claim for your violation of any Intellectual Property Rights belonging to a third party, you undertake to indemnify the Company (and/or any of its affiliates, as the case may be) against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting there from.

7.3 If at any time during your employment with the Company, you (either alone or with others) whether or not during normal business hours or arising in the scope of your duties of employment make, conceive, create, discover, invent or reduce to practice any invention, modification, discovery, design, development, improvement, process, software program, work of authorship, documentation, formula, data, technique, know-how, trade secret or any Intellectual Property Right whatsoever (including all work in progress) or any interest therein (whether or not patentable or registrable under copyright, trademark or similar statutes or subject to analogous protection) (collectively '**Developments**') that:

- a) relates to the business of the Company (or its affiliate), or to its customers or suppliers, or to any of the products or services being developed, manufactured, sold or provided by the Company (or any of its affiliate) or which may be used in relation therewith;
- b) results from tasks assigned to you by the Company; or
- c) results from the use of premises or personal property (whether tangible or intangible) loaned, eased or contracted for by the Company or its affiliate,

such Developments (including all work in progress) and the benefits thereof shall immediately become the sole and absolute property of the Company, as works made for hire or otherwise, and you shall immediately disclose to the Company, without cost or delay and without communicating to others the same, each such Development and all available information relating thereto (with all necessary plans and models).

7.4 You hereby irrevocably, absolutely and perpetually assign any and all rights (including any Intellectual Property Rights) you may have or acquire in the Developments and all benefits and/or rights resulting there from to the Company and its assigns without additional compensation on worldwide basis. You acknowledge that the salary and other payments receivable by you from the Company is adequate compensation for such assignment. You hereby waive and quitclaim to the Company any and all claims of any nature whatsoever that you may now have or may hereafter have in and to the Developments (including all work in progress).

7.5 All such assignment of rights shall be perpetual irrevocable, universal and shall not lapse, even if the Company fails at any time to commercially exploit any such Developments. Notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment in so far as it relates to copyrightable material shall not lapse nor the rights transferred therein revert to you, even if the Company does not exercise the rights under the assignment within a period of one year from the date of assignment. You hereby agree to waive any right to and refrain from raising any objection or claims to the Copyright Board with respect to any assignment, pursuant to Section 19A of the Copyright Act, 1957. You further agree to assist and cooperate with the Company in perfecting the Company's rights in any of the Developments.

7.6 Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as 'moral rights' (collectively '**Moral Rights**'). If, you are deemed under applicable law to retain any rights in any Developments, including without limitation any Moral Rights, you hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, you grant, and agree to grant, to the Company or its assigns the exclusive, perpetual, irrevocable, universal and royalty-free license to use, modify and market the Development, without identifying you or seeking your consent.

7.7 If you are not employed with the Company at the time when the Company requests your assistance in connection with the foregoing, the Company will pay you for your reasonable time expended in complying with the above terms at an hourly rate equal to the effective hourly rate at which you were paid the Company immediately prior to your termination as an employee.

7.8 Should the Company be unable to secure the signature on any document necessary to apply for, prosecute, obtain, protect or enforce any Intellectual Property Rights, due to any cause, you hereby irrevocably designate and appoint the Company and each of its duly authorized officers and agents as your agent and attorneys to do all lawfully permitted acts to further the prosecution, issuance, and enforcement of the Intellectual Property Rights or protection in respect of the Developments, with the same force and effect as if executed and delivered by you.

7.9 Notwithstanding the foregoing, you will also be bound by Capgemini's policy with respect to Intellectual Property.

8. CONFLICT OF INTEREST:

8.1 During your employment, you will not, directly or indirectly, whether alone or as a partner joint venture, officer, director, employee, consultant, agent, independent contractor or stockholder of any company, business or other commercial enterprise: (i) engage in any business activity similar in nature to any business conducted or planned by the Company, or (ii) compete in any way with products or services being developed, marketed, distributed or otherwise provided by the Company.

8.2 You shall not undertake, whether directly or indirectly any full time or part time employment or operate or manage business of any kind whatsoever, so long as you are in employment with the Company.

8.3 During your employment if you become aware of any potential or actual conflict between your interests and those of the Company, then you shall immediately inform the Company about such conflict. Where the Company is of the opinion that such a conflict does or could exist, it may direct you to take appropriate action(s) to resolve such a conflict, and you shall comply with such instructions.

8.4 During the course of your employment, you shall not, either directly or indirectly, receive or accept for your own benefit or the benefit of any person or entity other than the Company any gratuity, emolument, or payment of any kind from any person having or intending to have any business with the Company.

8.5 To perform your duties towards the Company, you will have access to email, internet, Company assets (desktop, laptop, mobile phones etc.) and other Company infrastructure. You shall ensure that at all times your use of such facilities meets the ethical and social standards of the workplace. Further, your use of such facilities must not interfere with your duties and must not be illegal or contrary to the interests of the Company.

9. RETIREMENT/TERMINATION:

a.) Retirement

- (i) You will automatically retire from employment with the Company on the last day of the month in which you complete sixty (60) years of age. It is hereby clarified that the Company reserves its right to change the retirement age.

b.) Notice Period/Termination

- (i) During the probation period, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you two months' written notice or payment of gross salary in lieu thereof.

Upon confirmation, your employment with the Company may be terminated (i) by you, upon giving the Company three months' written notice or at the Company's discretion, payment of gross salary in lieu of notice or (ii) by the Company, upon giving you three months' written notice or payment of gross salary in lieu thereof.

- (ii) Notwithstanding anything to the contrary, the Company reserves the right to relieve you from services of the Company only upon your satisfactory handover of all the duties and responsibilities assigned to you (including but not limited to any knowledge transfer and serving the notice period conditions).
- (iii) Notwithstanding the aforesaid or anything else to the contrary, the Company may suspend, dismiss, discharge or terminate your employment with immediate effect by a notice in writing (without salary in lieu of notice), in the event of (i) fraudulent, dishonest or undisciplined conduct by you, (ii) you committing a breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property, (iii) your insubordination or failure to comply with the directions given to you by persons so authorized, (iv) your insolvency or conviction for any offence involving moral turpitude, (v) your breach of any terms or conditions of this Letter or the Company's policies or other documents or directions of the Company, (vi) you going on or abetting a strike in contravention of any law for the time being in force, (vii) you conducting yourself in a manner which is regarded by the Company as prejudicial to its own interests or to the interests of its clients or (viii) misconduct by you as provided under the labour laws and/or in the Company policies.
- (iv) In the event of willful neglect or breach of any of the terms hereof or refusal on your part to carry out the lawful instructions of any authorized officer of the Company or being guilty of misconduct, the Company may terminate your employment forthwith without notice and with no obligation to pay you any compensation.
- (v) In case you absent yourself from duty continuously, without prior authorization, for ten (10) consecutive calendar days or more you shall be deemed to have left and relinquished the service on your own accord and such relinquishment of service shall be deemed as a repudiation of your employment. In such circumstances, the Company will have the discretion of (a) adjusting salary against the notice period of such abandonment and recover any outstanding dues towards payable to the Company; and (b) presume that you have voluntarily abandoned the services of the Company and strike off your name from the Company's payroll.

c.) Effects of Cessation of Employment

- (i) Upon cessation of your employment with the Company (whether by virtue of termination/resignation/retirement), you will immediately return to the Company all of the Company's Confidential Information, tools, assets, accessories, formulae, documents, specifications, books etc. in your custody, care of charge and obtain clearance certificate from the relevant person/office/department, on production of which alone your dues, if any, will be settled by the Company, failing which the Company reserves the right to adjust the dues against any amounts payable to you or separately claim the same from you or use available legal remedies to recover the assets or any other amount due to the Company.
- (ii) If any Letter of Authority or Power of Attorney is issued to you, you will undertake to return it on demand or immediately upon cessation of your employment with the Company.
- (iii) Upon cessation of your employment with the Company, the Company may require you to sign appropriate release terms without any additional compensation.

10. LIMITATION OF LIABILITY AND INDEMNITY:

10.1 Neither party shall be liable to the other party for any indirect, incidental, contingent, consequential, punitive, exemplary, special or similar damages, including but not limited to, loss of profits or loss of data, whether incurred as a result of negligence or otherwise, irrespective of whether either party has been advised of the possibility of the incurrence by the other Party of any such damages.

10.2 The Company's liability arising out of or in connection with this Letter, whether based in contract, tort (including negligence and strict liability) or otherwise, shall not exceed the amount paid by the Company to you for a period of three (3) months preceding the cause of action.

10.3 Notwithstanding anything to the contrary contained herein, you shall indemnify and keep indemnified the Company, its directors, officers and employees from and against all claims, demands, actions, suits and proceedings (including any losses, damages, costs, charges and expenses), whatsoever that may be brought or made against the Company by any third party as a result of any act or omission, non-performance or non-observance by you of any of the terms and conditions of this Letter and/or arising from your failure to comply to any statute or enactment/s (including but not limited anti-bribery laws and data protection laws).

11. MISCELLANEOUS:

11.1 Notice: All notices to you in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by email (as per Company records) or by courier or by speed post addressed to the address mentioned hereinabove. It will be your responsibility to inform the Company of any change in your address and contact details including telephone numbers, personal email addresses etc.

All notices to the Company in relation to your employment shall be in writing and in English language and shall be served either by hand delivery or by sending the same by registered post or by courier or by speed post addressed to the Company's office address referred in the Employment Letter or by email with a physical copy by any of the abovementioned ways.

11.2 Severability: The parties acknowledge and agree that if any of the provision of this Letter is deemed invalid, void, illegal, and unenforceable that provision stands severed from this Letter and the remaining provisions of this Letter shall remain valid and enforceable.

11.3 Publicity: You shall not use the name and/or trademark/logo of Capgemini, its group companies, subsidiaries or associates before media (irrespective of the form whether print, audio visual, electronic etc.) in any other manner which is detrimental to the interest, image and goodwill of the Company and its affiliates without prior written consent of the Company. In the event you intend to share/disclose article which includes any information about the Company or its affiliates/customers for possible publication or dissemination outside the Capgemini group, you agree to inform the Company and obtain its prior written consent on the article you wish to disclose. Further, you agree to make such modifications/deletions/revisions to the article as are requested by the Company to protect its property/interest/reputation.

11.4 Non-Disparagement: During the term of your employment with the Company and at all times thereafter, you will not make any false, defamatory or disparaging statements about the Company, or the employees, officers or directors of the Company that are reasonably likely to cause damage to any such entity or person.

11.5 Waiver: No delay or failure of any party in exercising or enforcing any of its rights or remedies whatsoever shall operate as a waiver of those rights or remedies or so as to preclude or impair the exercise or enforcement of those rights or remedies. No single or partial exercise or enforcement of any right or remedy by any party shall preclude or impair any other or further exercise or enforcement of that right or remedy by that Party. Save as expressly provided in this Letter neither party shall be deemed to have waived any of its rights or remedies whatsoever unless the waiver is made in writing, signed by a duly authorized representative of that party and may be given subject to any conditions thought fit by the grantor. Unless otherwise expressly stated any waiver shall be effective only in the instance and for the purpose for which it is given.

11.6 Integration: This Letter alongwith its Exhibit constitutes the entire understanding between the parties and supersedes all previous agreements (written or oral) between the Parties in relation to its subject-matter.

11.7 Survival: Clauses 5.1, 5.13, 6, 7, 9(c), 10, 11.1, 11.7, 11.8 and 11.9 and any other clause which by its nature is expected to survive shall all survive the expiry/termination (for whatever reason) of the Letter and shall continue to apply.

11.8 Dispute Resolution/Governing Law: The Parties to this Agreement shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. All disputes, differences and/or claims arising out of these presents or as to the construction, meaning or effect hereof or as to the rights and liabilities of the Parties hereunder and which cannot be settled by mutual conciliation shall be referred to Arbitration to be held in Mumbai in English Language in accordance with the Arbitration and Conciliation Act 1996, or any statutory amendments thereof and shall be referred to a sole Arbitrator to be appointed by Capgemini. The award of the Arbitrator shall be final and binding on Parties.

This Letter shall be governed and interpreted in accordance to the laws of India and the courts at Mumbai only shall have exclusive jurisdiction.

11.9 Rights to Injunctive Relief: You hereby expressly acknowledges that any breach or threatened breach by you of any of your obligations set forth in this Letter and/or any of the Company policies may result in significant and continuing injury and irreparable harm to Company, the monetary value of which would be impossible to establish. Therefore, you agree that Company shall be entitled to injunctive relief in a court of appropriate jurisdiction with respect to such provisions.

CONSENT LETTER

For use of Personal Information & Sensitive Personal Data or Information

I, _____ residing at _____, do hereby provide my express consent to my employer, Capgemini Technology Services India Limited, having its registered office at No.14, Rajiv Gandhi Infotech Park, Hinjawadi Phase III, MIDC – SEZ, Village Man, Taluka Mulshi, Pune – 411057, Maharashtra (hereinafter referred to as the "Company", which expression shall unless repugnant to the context or meaning thereof mean and include its successors, nominees, assigns and administrators) as follows:

1. That I acknowledge and provide my consent to the Company to collect, store, process, transfer and share my personal information and sensitive personal data or information and information of my dependents wherever applicable, (including sensitive personal information like bank accounts, PAN, blood group, biometric information, medical record, email addresses etc.) for purposes deemed appropriate by the Company from time to time, including but not limited to:
 - a) background verification agencies for the purpose of verifying the information submitted by me basis
which I have been made an offer of employment,
 - b) payroll processing agencies for processing my payroll (including reimbursement claims),
 - c) law enforcement agencies,
 - d) to comply with a judicial/quasi judicial order,
 - e) auditor (including internal auditors, statutory auditors or Capgemini's clients or their auditor) for the
purpose of audit,
 - f) insurance companies for the purpose of group insurance, personal accident insurance etc.
 - g) service providers providing services for biometric access to office premises for monitoring attendance.
 - h) foreign consulates, embassies etc and service providers (including travel agents) for the purpose of
processing of visa, work permits etc.
2. Further, I also acknowledge and provide my consent to the Company to transfer and share (within India and outside of India) such information with:
 - a.) affiliates of the Company for administrative purposes and/or audit;
 - b.) clients/prospects in relation to any staff augmentation assignments.
3. That I agree and confirm that this consent letter shall be construed in accordance with the laws of India and the courts in Mumbai shall have exclusive jurisdiction to adjudicate upon any dispute that may arise in relation to this Consent Letter.
4. That should any provisions of this consent letter be held by a court of law to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining provisions of this consent letter shall not be affected or impaired thereby.
5. I hereby declare that the execution of this consent letter has been done out of my own free will and consent and without any undue force or coercion in any manner whatsoever.
6. I am aware that I have the right to access and rectify my sensitive personal data or information provided to the Company and corresponding obligation to immediately update my sensitive personal data or information in Company's records in the event of any change.
7. I am aware that Company has adopted security practices and procedure to ensure that the information collected is secure and these are available on the Company's intranet.

This consent letter shall come into force immediately upon its execution by me.

Name:
Signature
Date:



Ref: TCSL/DT20184944670/1224347/Mumbai

Date: 22 July 2019

MR. UTKARSH SANJAY KAMBLE

Choravane Village, House No 637 Kolhapur-Ratnagiri Road,
Choravane Baudh Wadi, Choravane Village,
Maharashtra-415803.
Tel# 917506832111

Sub: Joining Letter

Dear Mr. Utkarsh Sanjay Kamble,

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

We are pleased to inform you that your joining date at TCSL will be **09th September 2019** and your training location is **Trivandrum** . This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services Ltd.

Peepul Park, Technopark Campus,

Kariyavattom P.O.,

Trivandrum, Kerala-695581.

(Route map of the TCS Xperience Program Center can be viewed on TCS NextStep>> ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez

Phone: 914716629400

Email Id: paul.f@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is designed to nurture professionalism and inculcate a process mindset. This program gives a thorough understanding about the vision, mission, values and processes of TCSL and builds the necessary skills required for globally competent professionals.

The duration of your TCS Xperience Program is based on business requirements.

The program will have assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Accommodation will be arranged by TCSL at the training location of TCS Xperience Program and any expenses towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail before your program start date. Travel expenses to the location of will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Damodar Padhi
Vice President & Global Head - Talent Development



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



Date: April 8, 2021

To,

Ravi Seshadri
B-402,Sundara Palace CHS,Tilak Nagar,
Dr.R P Road ,Dombivili (East)

SUBJECT: OFFER LETTER FOR THE POST OF PMS OFFICER

Dear **Ravi Seshadri**

With reference to our interview we are pleased to offer you the post of **PMS Officer**. This offer is valid for acceptance in writing till **09-Apr-2021** and for joining on **12-Apr-2021**. Your initial place of posting will be **Mumbai**.

Please note your appointment is subject to reference checks and confirmation is subject to successful completion of minimum six months' probation.

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

We look forward to a long and mutually beneficial association.

I hereby agree to above terms and conditions

Signed: _____

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.

April 8, 2021

Ravi Seshadri

SALARY AND BENEFITS PER MONTH & ANNUM:

Components	Per Month	Per Annum
Cost to Company	25000	300000
Basic	7500	90000
HRA	4500	54000
Special Allowance	11200	134400
Co.'s Contribution to PF	1800	21600

Deductions

Employee's Contribution to PF	1800	21600
Net Pay Before Taxes	21400	256800

OTHER BENEFITS PER ANNUM:

MEDICAL INSURANCE : AS PER CO'S RULES

MEAL VOUCHER : 1000 P.M.

- Net Pay shown is before taxes. Salary payable is based on the IT slab and other statutory obligations
- The contribution to EDLI scheme & admin charges towards employer contribution of PF will be borne by the company.

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.

Personal & Confidential

Date: 30th Dec, 2020

To,
Ms. Priya Gupta

Subject: - Offer Letter for the post of Human Resource Intern.

With reference to the discussion, we had with you, we are pleased to offer you as Human Resource Intern under the following terms and conditions:

1. Commencement Date

Your joining date will be 31/12/2020 or as mutually agreed.

2. Stipend

You will be paid stipend of Rs. 5000/- per month.

3. Place of work

Your initial employment location will be at Thane.

4. Working Hours

The office timings shall be 9.30 AM to 6.30 PM.

5. Job Assignment/Reporting

In your assignment, you will report directly to **Ms. Rasika Gaonkar**.

6. Training Period

You will be working for a period of 6 months from 31st December 2020.

7. Non-Disclosure Agreement

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

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your

employment shall at all times remain the property of this organization.

Upon termination of your Employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

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

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

8. Terms & Conditions

Whilst employed with the organization:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the organization;
- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- You will carry out your duties with diligence and loyalty at all times, keeping the organization's interest paramount;
- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with the organization.
- During your employment, you will be bound by the Organization's Rules and Regulations framed and enforced from time to time. The organization reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment.
- The organization shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;
- This offer letter is governed by and shall be construed in accordance with the laws of India, and both parties to this offer letter shall submit to the exclusive jurisdiction of the Indian Courts. This offer letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this offer letter shall be made in writing and signed by both the parties.
- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;

- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the organization to assign such duties and responsibilities.
- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all organization policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the organization.
- The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.
- Use of our brand name will be allowed only for the furtherance of interest of Lemon Yellow.

9. Acceptance

- Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions mentioned herein.
- If you fail to indicate your acceptance within a week from the date of the offer letter, this offer of employment will be deemed to have been withdrawn and cancelled.

All other terms and conditions will be governed by the organization's policies as stated from time to time.

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

Yours faithfully

For,

Lemon Yellow LLP

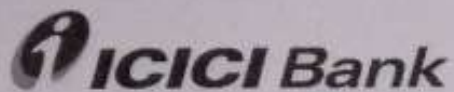
Authorised Signatory

I accept the offer on the terms and conditions contained herein and will report for duty on

Signature: Priya Gupta

Date: 30th Dec 2020.

Name: Priya Gupta



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084139

Applicant ID - 4393045

20-Jul-2021

Neel Haria

Dear Neel Haria,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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



STUDY INDIA BADHO INDIA

7 July 2021

DEAR **Shaheen Sayyed**

Subject: - Letter of Offer to join as **Business Development Associate (Sales)**

It is with great pleasure that we offer you the role of **Business Development Associate (Sales)** at STUDY INDIA BADHO INDIA . Your Total monthly Cost to Company would be **₹15200**

Your present place of work will be at home.

You will be paid your salary and allowances stated in arrears on a monthly basis after giving effect to withholding as required by law. Any Income Tax applicable on your remuneration or any other payment made by the Company in respect to taxes will be borne by you and as required by law, will be deducted at source.

Please acknowledge the acceptance of this offer by dropping a line at **hr@studyindiabadhoindia.com**.

Please bring copies of the following documents at the time of joining along with the original copies for verification (where ever applicable): -

1. 3 Passport size Photographs
2. All educational certificates
3. Appointment letter/ Salary certificate/Pay-slip from previous employer (if applicable)
4. Release letter/ Copy of Resignation Letter (last employment)
5. PAN Card
6. One ID Card Aadhar Card/Passport/Voter I-card
7. Cancelled Cheque

For STUDY INDIA BADHO INDIA.

RIHAAN KHAN, HR

Annexure I

1 Statement of terms and conditions of employment (the "Statement")

2. Employer

Study India badho India (the "Company")

3. Job Title

Business Development Associate (Sales): The use of this job title does not indicate any limitation on your duties or job function.

4. Department

Sales

5. Location

5.1.

Your permanent place of work will be at Home,

6. Duties

6.1.

Your duties will be detailed in your job description, which will be provided to you after your joining the Company. In addition to this, you may be required to perform other duties as your manager may reasonably require from time to time in order to assist in the business of the Company.

6.2.

The Company reserves the right upon reasonable notice to alter or vary your job function or duties in accordance with your capabilities.

7. Date of commencement

You are required to commence your services with the company latest by **07-07-2021**

8. Hours of work

8.1.

Your normal work hours are 48 hours a week, excluding one hour of lunch each day (Tuesday to Sunday inclusive). We have Monday fixed off.

8.2.

Your work schedule will be notified to you from time to time by your manager.

8.3.

You may be required to work additional hours in order to fulfil business commitments. There are no provisions for overtime wages for employment services performed outside working hours or on public holidays.

8.4.

You may be required to travel and make overnight stays, to meet the requirements of your job. During such travel assignments, the Company will make stay arrangements in line with entitlements for your level.

9.

Remuneration

Your total remuneration will consist of the following components:

9.1.

Guaranteed Salary

paid in equal installments over 12 months. This will include your Basic Pay and Allowances

Deductions: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9.3.

Salaries are reviewed on a regular basis. Increases are not automatic and are based on merit and performance. You will be apprised of the performance management system in the Company *once* you have joined.

9.4.

You will be eligible to participate in the Company's discretionary variable/incentive scheme in accordance with the scheme rules in force from time to time.

9.5.

You will not be entitled to get any variable/incentive amount if you leave the company before the release of variable/incentive payout without serving your notice period.

10. Leave

10.1.

The leave year runs from 1 April to the end of the following March but may be subject to alteration of which you will be given prior notice.

10.2.

You will be entitled to get 2.5 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

10.3.

In addition to annual leave, you are entitled to paid public holidays as defined by the applicable statutes and varied according to local custom. The Company handbook will provide full details with regard to public holidays.

10.4.

Any annual and public holiday will be paid as per your basic salary.

11. Changes

Any changes to your terms and conditions as expressed either in this Statement or the Company handbook will be communicated to you in writing, within one month after the change. Acceptance of changes of terms and conditions so made will be assumed unless you notify Human Resources in writing of your objection within one calendar month of notification of any change.

12. Information Security

You undertake at all times during the course of your employment you will abide by the information security protocols and procedures.

13. Grievance and disciplinary procedures

Details of the grievance and disciplinary procedures can be found in the Company Handbook. The Company reserves the right to make reasonable changes to the procedures from time to time.

14. Notice period and Termination of employment

14.1. Retirement: Your normal retirement date is your sixtieth birthday. Unless an extension of service is mutually agreed, your employment will terminate without notice on this date.

14.2. Termination with notice: A notice of 1 month is required of your employment with the company by either party to terminate this contract. Notice period is considered to start from the point the resignation letter is received by the manager. However, when situations warrant, as in the case of breach of policies, the company may decide to terminate the contract with immediate effect.

Your probation period would be 1 months from the date of joining. During probation period the company shall have a right to terminate the employment with the company by immediate effect.

The notice period may be waived by mutual agreement.

**You will not be instilled to get any document & full and final settlement procedure, if you left the company within 30 days from your date of joining as a full-time employee.*

Termination without notice: Your employment may be terminated by the Company without notice or payment in lieu thereof if you commit any breach or non-observance of the terms, conditions or stipulations contained in this agreement, or are guilty of any negligence or misconduct in connection with or affecting the business or affairs of the Company.

Initially in the first month your target is 1 sale unit per day . As per the company policy In the first month u have to meet 75 percent of your target .If you are not able to meet your target then the company has the authority to terminate you without even paying the salary

In the event of termination on disciplinary grounds including but not limited to fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.

"Misconduct" will include without limitation:

- a) Absence from service without prior notice in writing or without sufficient cause for seven days or more;
- b) Going on or abetting a strike in contravention of any law;
- c) Causing damage to the property of the Company;
- d) Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you;
- e) Breach of confidentiality secrecy; Willful insubordination or disobedience, fraud or misconduct, whether or not in combination with another, of any lawful and reasonable instructions of superior;
- f) Engaging in other activities unconnected with your duties and obligations;
- g) Neglect of normal duties and functions;
- h) Disclosing to any unauthorized person any information in regard to the business of the Company; and

- i) Breach of any of the conditions of this agreement.
- j) Termination of your employment in this sub-paragraph would be without prejudice to:
 - (i) the Company's right to claim the actual damages it has suffered through this breach, and
 - (ii) any other relief to which the Company may be entitled under contract, law or equity.

14.3.

Any notice to be given by any party to this agreement shall be in writing and shall be deemed duly served if delivered personally or by prepaid registered post or airmail to the addressee at the address of that party set out above or as notified to the other in writing from time to time

14.4.

Upon termination of this Agreement, regardless of whether such termination is voluntary or involuntary, you shall return all assets and properties of the Company (including confidential information) and documents and business records in any form, in your possession or otherwise, and copies thereof acquired pursuant to your employment.

14.5.

Upon termination of this Agreement, regardless of whether such termination is voluntary or involuntary, you shall return all assets and properties of the Company (including confidential information) and documents and business records in any form, in your possession or otherwise, and copies thereof acquired pursuant to your employment.

15. Garden Leave

15.1.

The Company shall not be obliged to provide you with work at any time after notice shall have been given by either you or the Company and the Company may, at its discretion, take any one or more of the following steps in respect of all or part of an unexpired period of notice:

15.1.1.

require you to comply with such conditions as it may specify in relation to attending at or remaining away from the place of business of the Company,

15.1.2.

Assign you to other duties; or

15.1.3.

Withdraw any powers vested in you.

16. Confidentiality

16.1.

You shall not either during your employment with the Company (other than in the proper course

of your duties and for the benefit of the Company) or after your employment with the Company has ended for any reason whatsoever:

16.1.1. Use, disclose or communicate to any person any Confidential information which you shall have come to know or have received or obtained at any time by reason of or in connection with your employment with the Company or its predecessors in business; or

16.1.2.

copy or reproduce in any form or by or on any media or device or allow others access to or to copy or reproduce information whether or not in documentary form containing or referring to Confidential Information ("Documents").

16.2. All Documents containing or referring to Confidential Information at any time in your control or possession are and shall at all times remain the absolute property of the Company and you undertake, both during and after your employment with the Company has ended:

16.2.1.

to exercise due care and diligence to avoid any unauthorized publication, disclosure or use of Confidential Information and any Documents containing or referring to it:

16.2.2.

to deliver up any Confidential Information (including all copies of all documents whether or not lawfully made or obtained) or to delete Confidential Information from any re-usable medium and to confirm to the other party, in writing, the return, deletion and or destruction of such materials.; and

16.2.3.

to do such things and sign such Documents at the expense of the Company as shall be reasonably necessary to give effect to this clause and/or to provide evidence that it has been complied with.

16.3.

The restrictions in this clause 17:

16.3.1.

will not restrict you from disclosing (but only to the proper recipient) any Confidential Information which you are required to disclose by law or any order of the court or any relevant regulatory body provided that you shall (unless required by law) have given prior written notice to the Company of the requirement and of the information to be disclosed and allowed the Company an opportunity to comment on the requirement before making the disclosure; and

16.3.2.

will not apply to Confidential Information which is or which comes into the public domain otherwise than as a result of any unauthorised disclosure by you or any other person who owes the Company an obligation of confidentiality in relation to the information disclosed.

16.4.

You agree that the restrictions set out in this clause 17 are without prejudice to any other duties of confidentiality owed to the Company.

16.5.

For the purposes of this clause 17. "Confidential information" means only and all information which is confidential in nature including, without limitation:

16.5.1.

any and all information in whatever form and whether eye readable, machine readable or in any other form which may be imparted in confidence or be of a confidential nature relating to the business or prospective business or internal affairs of the Company;

16.5.2.

information relating to marketing, sales, products or services;

16.5.3.

lists of customer's and supplier's names, addresses and contacts, sales targets and statistics. market share and pricing statistics, marketing surveys, research and reports, incentive arrangements, current and future promotions, new product ranges, service and product information, contractual arrangements with customers, advertising and promotional material, algorithms, methodologies and specifications;

16.5.4.

know-how, trade secrets, unpublished information relating to the intellectual property of the Company and any other commercial, financial or technical information relating to the business of the Company or to any customer or supplier, officer or employee of the Company or to any member or person interested in the share capital of the Company.

16.5.5.

and any other information in any form or manner whatsoever exchanged or circulated between the parties in pursuance of this agreement and all such information which may be marked "Confidential" "Internal Data" "Strictly Private" or with a comparable legend at the time of disclosure by the Company before transferring the same to you or from all the relevant

circumstances should reasonably be assumed by you to be confidential and proprietary to the Company which should not include publicly available information which is commonly known, published in any journal / book / magazine / newspaper or made available to the public

in any other media. Confidential Information that is disclosed orally must be identified as such in writing within five (5) days of such disclosure.

17. Intellectual property

17.1.

In this clause 18 "Intellectual Property" shall mean copyright, patents, trademarks and service marks, rights in inventions, design rights, registered designs, trade names and copyrights (whether or not any of these is registered and including applications for registration of any such thing) and all forms of protection of a similar nature which may subsist anywhere in the world.

17.2.

You acknowledge, having regard to the nature of the business of the Company and the nature of your expertise, that;

17.2.1.

the normal duties of your employment with the Company may include the making of inventions

17.2.2.

inventions may reasonably be expected to result from the carrying out by you of such duties; and

17.2.3.

due to the nature of your duties and the particular responsibilities arising from the nature of your duties, you have a special obligation to further the interests of the Company's business.

17.3.

You shall disclose to the Company any invention made or discovered or produced by you in the course of the performance of your duties (whether or not during office hours or using office stationery and equipment) in connection with or in any way affecting or relating to or capable of being used or adapted for use in the business of the Company.

17.4.

You shall do all things and execute all documents that may be necessary to enable the Company or its nominee to obtain the benefit of every invention made by you in the course of your duties and to secure patent or other appropriate protection for it.

17.5.

Without prejudice to the provisions of this clause 18, you shall disclose to the Company full details of any Intellectual Property made or created by you during your employment with the Company (whether or not during office hours or using office stationery and equipment) and you shall execute (both during and at any time after the termination of this agreement) all appropriate documents, to perfect the company's title in the same including to grant to the company an unrestricted, royalty-free license to use, practice, copy and create derivatives of, and create products embodying any ideas incorporated therein.

17.6.

You shall, before working, assigning or granting rights in relation to any invention or copyright work or other Intellectual Property rights to which the Company is not entitled under this Statement and/or at law, allow the Company or a third party nominated by it a reasonable opportunity to evaluate the same and you shall not dispose of any rights to any third party unless you shall first have given written notice to the Company with full, complete and bona fide details of the price and terms offered by the third party and offering the Company an opportunity to purchase the rights concerned at the same price and on the same terms within 28 days of the date of the notice.

20.2.

You shall not for a period of six months from the Termination Date either on your own behalf or on behalf of any person, firm or company in relation to the business activities of the Company

in which you have been engaged or involved directly or indirectly approach, solicit, endeavour to entice away, employ, offer employment to or procure the employment of any person who, at the Termination Date or at any time during the Period), is or was a Key Employee with whom you had dealings with during the Period whether or not such person who would commit any breach of his contract of employment or engagement by reason of so leaving the service of the Company or otherwise. For the purpose of this clause 21.2 and 21.3 a Key Employee is any employee who is or was during the Period employed to your knowledge at management work level 3 or in a senior capacity or in a capacity which he had access to or obtained Confidential Information.

20.3.

You shall not for a period of six months from the Termination Date commence employment (whether as principal or agent or as an employee, contractor, consultant, agent, seconded, partner or director) in a business which is in direct competition with the business carried on by the Company with which you were actively involved during the Period which is with any person who at any time during the Period was a Key Employee (as defined at clause 21.2) provided that nothing in this clause 21.3 shall prevent you from working in such a business with a Key Employee insofar as your duties under your contract of employment or any other agreement relate solely or exclusively to services or products of a kind which neither you nor the Key Employee were concerned during the Period.

20.4.

You shall not, at any time after the Termination Date, either on your own behalf or on behalf of any other person firm or company directly or indirectly:

20.4.1.

Interfere or seek to interfere with the continuance, or any of the terms, of the supply of goods or services to the Company; or

20.4.2.

represent yourself as being in any way connected with or interested in the business of the Company (other than as a consultant or a member if such be the case) or use any name which is identical or similar to or likely to be confused with the name of the Company or any product or service produced or provided by the Company or which might suggest a connection with the Company.

20.5.

The period of the restrictions in this clause 21 shall be reduced by the period, if any, spent by you during which you are on garden leave and precluded from attending the Company's premises, contacting clients, customers, suppliers and agents of the Company and are not in receipt of Confidential Information in accordance with the garden leave provision at clause 16.

21. Expenses

Any reasonable travel and out of pocket expenses wholly and necessarily incurred on the Company business

will be reimbursed to you in line with the expenses policy in force from time to time. The time limit for claiming for expenses is 3 months from the time of having made this expense: the Company reserves the right not to pay them after this time.

22. Security

22.1.

You consent to the Company checking, recording and reviewing telephone calls, computer

files, records and mails and any other compliance, security or risk analysis checks the Company considers reasonably necessary.

22.2.

The Company reserves the right to search your personal belongings or areas allocated for your use by the Company whilst on the Company premises. Should the Company exercise this right it will require your consent and you will have the right for a witness to be present.

Failure to comply with a reasonable request will be considered a disciplinary offence.

23. Data Protection

You consent to the processing by the Company of personal data as set out in the Company Handbook.

24. Governing Law

This Statement shall be governed, interpreted and construed in all respects in accordance with the laws of India. Any dispute arising in relation hereto shall be heard by the appropriate authorities

25. Arbitration

In the event of any dispute or difference arising under this agreement, the same shall be resolved by reference to arbitration by sole arbitrator in accordance with the Arbitration & Conciliation Act, 1996. Such sole arbitrator shall be appointed by the Company. The venue of the Arbitration shall be exclusively in the NCR region.

26. Other terms and conditions

Other terms and conditions covering your employment with the Company is contained in the Company handbook. In the event of any discrepancy between a provision contained in this statement of terms and conditions of employment and the Company handbook, the provision in the statement of terms and conditions of employment will take precedence.

27. Severability

Each covenant contained in this agreement shall be construed as a separate covenant and if one or more covenants herein is held to be against public interest or unlawful or in any way an unreasonable restraint of trade, the remaining covenants shall continue to bind the employee. If any provision of this agreement is invalid, unenforceable or prohibited by law, this agreement shall be considered divisible as to such provision and such provision shall be inoperative and shall not be part of the consideration. The remainder of the agreement after the removal of any such aforementioned clause shall be valid, binding and of like effect as though such provision was not included herein

28. No Waiver

The failure of either party hereto at any time to enforce performance by the other party of any provision of this agreement shall in no way affect such party's rights thereafter to enforce the same, nor shall the waiver by either party of any breach of any provision hereof be deemed to be a waiver by such party of any other breach of the same or any other provision hereof.

29. Authority

Each of the parties warrants its power to enter into this agreement and has obtained all necessary approvals to do so.

30. Effectiveness Post-Termination

Provisions in this agreement, which are expressed to operate or to have effect after the termination of the employment of the employee hereunder, shall remain in effect notwithstanding the termination of such employment.

I understand and accept the terms and conditions outlined above.

Signed:

Date:/2021

[For and on behalf of STUDY INDIA BADHO INDIA]

Acceptance of this offer is deemed as a contractual agreement between yourself and the Company



MariApps Marine Solutions

Date: July 28, 2021

To,

Maghashree Kathirvelu Mudaliyar
501, Sarvoday Ganga, Dr. Nimade Lane, Telkushwadi, Dombivli (West) – 421 202

SUBJECT: OFFER LETTER FOR THE POST OF Purchase Assistant

Dear **Maghashree kathirvelu mudaliyar**

With reference to our interview, we are pleased to offer you the post of **Purchase Assistant**. This offer is valid for acceptance in writing till **29 Jul 2021** and for joining on **02 Aug 2021**. Your initial place of posting will be **Mumbai**.

Please note your appointment is subject to reference checks and confirmation is subject to successful completion of minimum six months' probation.

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

We look forward to a long and mutually beneficial association.

I hereby agree to above terms and conditions

Signed: Maghashree

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED



MariApps Marine Solutions

July 28, 2021

Maghashree kathirvelu mudaliyar

SALARY AND BENEFITS PER MONTH & ANNUM:

Components	Per Month (INR)	Per Annum (INR)
Cost to Company	20000	240000
Basic	14375	172500
HRA	3900	46800
Co.'s Contribution to PF	1725	20700

Deductions

Employee's Contribution to PF	1725	20700
Net Pay Before Taxes	16550	198600

OTHER BENEFITS:

MEDICAL INSURANCE : AS PER CO'S RULES
MEAL VOUCHER : 1000 Per Month

- Net Pay shown is before taxes. Salary payable is based on the IT slab and other statutory obligations
- The contribution to EDLI scheme & admin charges towards employer contribution of PF will be borne by the company.

THIS IS A COMPUTER-GENERATED DOCUMENT AND IT DOES NOT REQUIRE A SIGNATURE. THIS DOCUMENT SHALL NOT BE INVALIDATED SOLELY ON THE GROUND THAT IT IS NOT SIGNED.



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217832807/Mumbai/BPS/BTN
Date: 04/06/2021

Mr. Mangesh Prakash Bhagwat
201/2 Floor Shive Balaji Krupa C.H.S, Shree Dhar Mathra Wadi
Krave Road
Near Gokul Blg
Dombivli West-421202
Mahashtra
Tel# 91-9987066163

Dear Mr. Mangesh Prakash Bhagwat,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,750/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

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

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

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

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

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

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

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

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

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

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

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

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

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

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

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

5. Night Shift Stipend:

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



6. Process Specific Stipend:

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

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

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

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

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

2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written



permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment (if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
 - Degree certificate and mark sheets for all semesters
 - Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
 - Birth Certificate / Proof of Age
 - Passport
 - 6 photographs - passport size
 - An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.
- Your original documents will be returned to you after verification.



13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

You will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Personal Data Processing:

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

16. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

17. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

18. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Limited.**

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20217832807/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS and its subsidiaries as applicable (Collectively termed as TCS) (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat



thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on _____ .

Name:

Address:

Signature:

Date:

Date: 24 May 2021

Ms Sweta Sadanand Kudve
111 omkar swaroop building no.1 gymkhana
road sagarli
dombivli(east) 421201

Employee No: 2091587
Dear Ms Sweta Sadanand Kudve

Appointment Letter

We are pleased to appoint you in our organization as Relationship manager subject to the following terms and conditions:

1. Your contract will commence from 24 May 2021 and expire on 23 May 2022 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 24 May 2021 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
 - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
 - ii. During the term of the work assignment, you have to act in the interest of the company and the Client at all times and render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
 - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
 - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
 - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
 - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc, and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
 - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
 - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
 - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
 - x. Not to divulge/disclose any information about the Client and its Group Companies to any third party without the prior consent of the Client. Any such information received at the Client's end should be treated as strictly confidential.
 - xi. Follow all the confidentiality & IP related policies of the Client.
 - xii. Your present place of work will be at home, however during the course of your contract, you can be transferred to any client location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you

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employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.

4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 30 day notice in writing or payment thereof.
5. Notwithstanding anything stated in the Offer Letter, your Contract can be terminated by the company immediately without notice with cause, in cases, where there are issues with your behaviour that adversely affect the work & adversely impacting the company's or its client's reputation, issues with respect to your attitude, non- alignment towards goals, vision and mission of the company and/or the Client, unwillingness or inability to perform assigned duties, gross negligence and deliberate misconduct, material breach in the confidentiality obligations with the Company and/or the Client, material breach in the terms and conditions of this offer, unapproved absences from work for a longer duration attributable to gross negligence, your involvement in crimes that include theft, fraud etc
6. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions
7. TeamLease reserves its right to proceed against you legally in case it is observed that you are indulging in unfair, unethical practices which adversely affect the Client or TeamLease after your ceasing to be in the employment of TeamLease.
8. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company and the Client such as source code, documents, marketing collaterals, machines, data, files, books, ID card, insurance Cards etc, that would have been issued during the course of your assignments with the Company and the client
9. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
10. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India
11. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
12. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESIC contribution. You will also be covered under Medical and Accident Insurance and will be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
13. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.
14. The Company will give out some of this information to other parties authorized by law to receive it and to a registered agency empanelled with the Company for the purpose of conducting a background verification check.
15. During the background verification check, if any material discrepancies are found in your background verification check report which could be construed as misrepresentation or falsifying information or records or withholding material information relating to but not limited to your educational qualification, past employment, previous compensation, job role, etc., the Company may at its discretion terminate the Services forthwith. The Services are also liable to be terminated in case you fail to provide adequate proof with respect to the personal information

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provided by you, within 15 (fifteen) working days from the date of joining.

16. You will keep yourself fully acquainted with the various laws, Orders, rules regulation, directives etc., and the modification therein from time to time affecting or concerning directly or indirectly the firm or its business and affairs and in attending to the various duties assigned to you from time to time you will see that the same are duly observed and complied with and that no infringement and other legal requirement brought into force by the government as amended/modified from time to time, takes place.
17. You agree that the Company and the Client would process your personal data obtained in the course of the performance of the Services for the purpose of administering the Services and as necessary for day to day business and for the provision of references to third parties. It will enter your details in its database for such purposes and may retain them after one your services are terminated.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send across the signed acknowledged copy to ROPS Team, Bangalore TeamLease Address which is mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the toll free number which is provide to you.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed



(Authorized Signatory)

Signature and date:

Name: SWETA SADANAND KUDVE

Salary Annexure

Employee No: 2091587

Particulars	Amounts
Basic	7166
House Rent Allowance	3570
Conveyance	1600
Employer PF Contribution	1429
ESIC - Employer	536
Insurance	55
Works Allowance	3143
Statutory Bonus	996
TotalAmount	18495
Amount In Words(Rs)	Eighteen Thousand Four Hundred Ninety Five rupees

Net Pay Annexure

EARNINGS	Amounts
Basic	7166
House Rent Allowance	3570
Conveyance	1600
Works Allowance	3143
Statutory Bonus	996
Gross Earnings	16475
DEDUCTION *	Amounts
Employee ESI	124
Employee PF	1429
Professional Tax	200
Total Deduction	1753
Net Salary	14722

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature



Report to The SIA College of Higher Education

Principal and Head Coordinators

Subject: Final Training Report 2020-21

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
BMS	43	5.10.2020	2.12.2020	11	43
BBI	30	5.10.2020	30.11.2020	13	30
B.com	32	7.10.2020	4.12.2020	10	32

Total **Placed students** through TechnoServe is 34 and **Self-placed students because of TechnoServe Training and counselling** is 0.

Summary of training:

The students have completed 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. Training was delivered through online class. The students have also undergone individual counselling during the program, post training, pre-placement and also post placements.

Summary of placements:

Company Name	Number of students placed	Salary offered
HDFC securities	1	252000
ICICI Bank	28	168000
ICICI Prudential	3	265000
HDB (HDFC vertical)	2	180000
Self-Placed	0	
Total	34	

Note: Remaining students are continuing to receive updates about vacancies undergoing interview and placement processes.

Report By

Priyanka Singh

Program Specialist