

**Report to SIA College, Dombivali
Principal and Head Coordinator**

Subject: Final Training Report 2021-22

Stream	Batch size	Date started	Date complete	Placed Number	Trainer
B.com BMS BBI	26	10 th Jan.2022	14 th Mar.2022	22	Ms.Urmi S

Total Placed students through TNS is 22 and Self-placed students because of TNS Training and counselling is 01

Summary of training:

The students have completed 100-hour program including Personal effectiveness, Communication Readiness, Career Readiness and Work Readiness. 60 hours of training was delivered in class and 40 hours of mandatory training is made available to students on TNS'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:

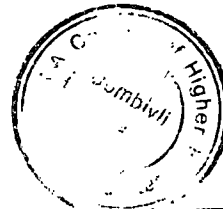
Company Name	Number of students placed	Salary offered
Toothsi	01	Rs.2,75,000/-
HDB Financial Services	03	Rs.1,56,000/-
ICICI Prudential	02	Rs.2,65,000/-
Andromeda	03	Rs.1,50,000/-
IIFL	09	Rs.1,44,000/-
PRK Solutions	01	Rs.2,00,000/-
Wipro	02	Rs.1,60,000/-
Motilal Oswal Financial Services	01	Rs.2,00,000/-
Self-Placed		
Digicall	01	Rs.1,02,000/-
Total	23	

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

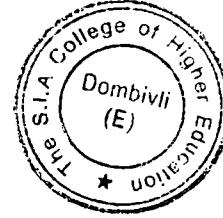


SR NO	NAME	STREAM	CONTACT	COMPANY	SECTOR	ROLE OFFERED	CTC/P.A
1	Aanchal Surendra Shrivvas	BMS	8104888593	ICICI Bank	BFSI	Phone Banking Officer	168000
2	Aathira Ramesh	BMS	8879982123	ICICI Bank	BFSI	Phone Banking Officer	168000
3	Chitra Velladurai Velladurai	BMS	7039949962	ICICI Bank	BFSI	Phone Banking Officer	168000
4	Divya Azad Bohat	BMS	8879927626	ICICI Bank	BFSI	Phone Banking Officer	168000
5	Kaveri Narasappa Shirakanahalli	BMS	9082095774	ICICI Bank	BFSI	Phone Banking Officer	168000
6	Mihir Mahendra Dhamankar	BMS	9702764835	ICICI Bank	BFSI	Phone Banking Officer	168000
7	Neha Sampat Shinde	BMS	8108427359	ICICI Bank	BFSI	Phone Banking Officer	168000
8	Nikki Rohit Bheda	BMS	9967930620	HDFC securities	BFSI	Premium desk	252000
9	Priya Gyan Singh	BMS	8454808482	ICICI Bank	BFSI	Phone Banking Officer	168000
10	Sudharani Digambar Kasar	BMS	8291799918	ICICI Bank	BFSI	Phone Banking Officer	168000
11	Swetha Jayaseelan Nadar	BMS	9137443670	ICICI Bank	BFSI	Phone Banking Officer	168000
12	Anjali Jharkhande Pandey	BBI	9372873409	ICICI Bank	BFSI	Phone Banking Officer	168000
13	Ankita Rajesh Singh	BBI	7900104440	ICICI Prudential	BFSI	Financial Service Consultant	265000
14	Karpagavalli Swamidurai Pariyar	BBI	9004627962	ICICI Bank	BFSI	Phone Banking Officer	168000
15	Kavita Shiwailal Patel	BBI	6350177887	ICICI Bank	BFSI	Phone Banking Officer	168000
16	Komal Devanna Gowda	BBI	8108080487	ICICI Bank	BFSI	Phone Banking Officer	168000
17	Laxmi Anil Chavan	BBI	8779661988	ICICI Bank	BFSI	Phone Banking Officer	168000
18	Marita Maxim D'Souza	BBI	8454977179	ICICI Bank	BFSI	Phone Banking Officer	168000
19	Meghna Rajendran	BBI	9167956132	ICICI Bank	BFSI	Phone Banking Officer	168000
20	Nisha Babulal Chaudhary	BBI	7678045796	ICICI Bank	BFSI	Phone Banking Officer	168000
21	Priyadarshini Mathi Mathi	BBI	8879884354	ICICI Bank	BFSI	Phone Banking Officer	168000
22	Ruthik Ashok Kapse	BBI	9619353423	ICICI Bank	BFSI	Phone Banking Officer	168000
23	Trishika Sadashiv Shetty	BBI	8097331399	ICICI Bank	BFSI	Phone Banking Officer	168000
24	Vaishnavi Prakash Telgote	BBI	9004561828	Financial Services	BFSI	DAD Sales	144000
25	Ajay Brijendra Vishwakarma	B.Com	8419966970	vertical)	BFSI	Senior Telecalling Officer	180000
26	Akash Uttam Singh	B.Com	9920178947	ICICI Bank	BFSI	Phone Banking Officer	168000
27	Aman Dinesh Gupta	B.Com	8169956524	ICICI Prudential	BFSI	Financial Service Consultant	265000
28	Kajal Prabhakar Pawar	B.Com	7021671976	ICICI Bank	BFSI	Phone Banking Officer	168000

V. B. B. B.



29	Mohit Bhupendra Mhatre	<u>B.Com</u>	8291161854	ICICI Bank	BFSI	Phone Banking Officer	168000
30	Neel Chandrakant Haria	<u>B.Com</u>	9004577539	ICICI Bank	BFSI	Phone Banking Officer	168000
31	Neelam Deepchand Nirmal	<u>B.Com</u>	9867455540	ICICI Bank	BFSI	Phone Banking Officer	168000
32	Pravin Raghunath Pawar	<u>B.Com</u>	9209361118	vertical)	BFSI	Senior telecalling officer	180000
33	Samiksha Jadhav	<u>B.Com</u>	8108710075	ICICI Bank	BFSI	Phone Banking Officer	168000
34	Omprakash Chedilal Varma	<u>B.Com</u>	7710809142	ICICI Prudential	BFSI	Financial Service Consultant	265000



V. B. Varma



29-Oct-21

Mr. Rahul Tukaram Harale
A-320, 3rd Floor, Ganesh Krupa Society,
Near Abhinav School, Dombivili East
Dombivili - 421201
Mobile No.: 9326382981

Dear Rahul,

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as **Executive – (Customer Care)**; with CMA CGM Global Business Services (India) Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be **Rs.220008/- P.A.** detailed in the enclosed Annexure - I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
2. **Joining:** You will be joining us on or before **01-Nov-21 at 9:30 AM.**
3. **Location:** Your place of posting will be **Mumbai - Thane.** However based on the organisational requirements, at any time, during your service with the company, you are liable to be transferred to another location anywhere in India or abroad. In the event of such transfer, you shall be governed by and shall be subject to the rules and regulations of the business unit & location you are posted at.
4. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
5. This offer of employment is conditional and subject to you clearing the **Reference Check.** If we have reasons to believe that you have not discontinued your previous employment contract (if any) and CCGBSI finds or gets aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in CCGBSI shall be treated null and void ab Initio.

CMA CGM GLOBAL BUSINESS SERVICES (INDIA) PVT. LTD.
(Formerly known as CMA CGM Global Business Services (India) Pvt. Ltd.)

Subsidiary of CMA CGM S.A. France

Chennai: Regd./Corporate Office: 8th Floor, 32 A&B, Ambit IT Park, Ambattur Industrial Estate, Chennai - 600 058, Tamilnadu, India. Tel: +91-44-49531555

Mumbai 2 - Thane: 3rd Floor, D-3, Kalpataru Prime, Road No.16, Wagle Industrial Estate, Panchpakhadi Village, Thane (West) - 400 604, Maharashtra, India. Tel: +91-22-49355600

Mumbai 3 - Airoli (SEZ): Unit No. 1201, 12th Floor, Building No. 4, Gigaplex Estate-SEZ, Airoli Knowledge Park, TTC Industrial Area, Airoli West, Navi Mumbai - 400 708, Maharashtra, India. Tel: +91-22-68385600

CIN: U63090TN2005PTC092390 | www.cma-cgm.comSSC/IND/FOR/HRD/086

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6. This offer of employment is contingent upon passing the **Medical Examination Procedure** scheduled by CCGBSI and upon receipt of Report by CCGBSI HR department on being medically fit for appointment.
7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us incomplete / inaccurate details, this offer will be treated as null & void with retrospective effect.
9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopy. The original documents will be returned after verifying the photocopies, on your date of joining.
 - a. Academic qualification certificates. (SSLC to the highest qualification)
 - b. Relieving letter of your previous employer.
 - c. Age Proof / Date of Birth Certificate.
 - d. Seven passport sized colour photographs with white background.
 - e. Form 16/ Provisional Tax certificate.
 - f. Last 3 months salary slips from the last employer.
Experience & salary certificates of your previous employers, including the immediate past employer.
 - g. Copy of Passport and an Address proof
 - h. PAN Card (In case the PAN Card is not available, please carry the acknowledgement of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

Please return the duplicate copy of this offer letter duly signed as an acknowledgement and acceptance of the offer on or before **30-Oct-21** failing which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Global Business Services (India) Pvt. Ltd.

Arun Shankar Subbiah
General Manager - Human Resources

Rahul Tukaram Harale

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**Annexure-1
Compensation Sheet**

Name: **Rahul Tukaram Harale**

29-Oct-21

COMPONENTS		P.M (₹)	P.A. (₹)
Salary Components	Basic	10500	126000
	HRA	5060	60720
	Conveyance Allowance	0	0
	Bonus/ Ex-Gratia	875	10500
Sub-Total (A)		16435	197220
Employer Statutory Contribution	Provident Fund	1365	16380
	ESIC	534	6408
Sub-Total (B)		1899	22788

Summary	Total Cost to Company (A+B)	18334	220008
	Gross (Pre-Tax)	16435	197220
	Indicative Net Take-home (Pre-tax)	14947	179364

Description and Broad Guidelines Applicable for all Compensation Related Items	
Salary Components	<ul style="list-style-type: none"> All components will be paid as part of monthly salary subject to appropriate deductions including income tax, Profession Tax, employee contribution of PF /ESI. Employees can claim appropriate tax exemptions by submitting valid investment proof Annual Bonus / Ex-gratia (as per Payment of Bonus Act) determined at the rate of 8.33% on basic, is paid on a monthly basis.
Other benefits	<ul style="list-style-type: none"> Gratuity is payable based on eligibility as per statutory norms In addition to your compensation as detailed above, you are entitled to avail company provided benefits on Transportation, Medical Insurance and Accident Insurance as per the company policy Entitlement of Meal coupons is as per company policy

For CMA CGM Global Business Services (India) Pvt. Ltd.

Arun Shankar Subbiah
General Manager - Human Resources

Rahul Tukaram Harale

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Certificate of Internship

We the undersigned do hereby proudly present this
Certificate of Internship for the outstanding honorable effort of

RUTUJA SURESH HARSHE

from

SIA COLLEGE OF HIGHER EDUCATION

For his/her successful completion of HR Executive
with LUDIFU for 1 month from 1st December to 31st December 2020

Founder

LUDIFU.com

Let Us Do It For U

December 30, 2021

Mr. Suraj Bai
202, A Wing, Samartha Sai Residency
Near Abhinav School
Dombivli (East) – 421 201

Sub: Letter of Internship

Dear Suraj,

Many Congratulations!!

We are pleased to inform you that you have been selected through the Interview, held on **30th December, 2021** at **AQM Technologies Pvt Ltd.**

With reference to your discussions during the interview, we confirm the acceptance of your candidature for the position of "Intern" in Human Resource Division. Your Internship period would be first 3 (Three) months under the NAPS Program.

During your Internship you will be eligible for the Net Take Home of Rs.10,000/- per month.

Primarily, you will be joining at our Office located at Ghatkopar (Mumbai), however based on project requirement, you will be deployed at any location in India or outside India.

As discussed, & mutually agreed, this Trainee-cum-Employment Offer is valid only after the fulfillment of the following:

1. Acceptance on all the Terms & Conditions.

You will get confirmed based on the evaluation of your performance by your Reporting Manager.

You will be required to comply with all the company's policies directly or indirectly applicable to you.

You are expected to join AQM on or before **January 03, 2022 (Monday)**, failing which this offer letter will stand cancelled.

Wishing you, good luck and look forward to the enduring association with us.

With best regards,
For AQM Technologies Private Limited

for, 

Nikieta Nitesh Pandit
Vice President – Human Capital





AQM Technologies Private Limited

A-401, Raheja Plaza, L.B.S. Marg, Ghatkopar (West), Mumbai - 400 086. India.
T 91-22-4050 8200 / 21 / 22 | www.aqmtechnologies.com
CIN : U93000MH2016PTC288798

Regd. Office :

A-503, Kailash Esplanade,
L.B.S. Marg, Ghatkopar (West),
Mumbai - 400 086. India.

Dear Tanaya Vichare

Date: 05-12-2021

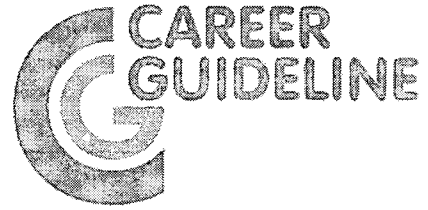
We are pleased to appoint you as **HR Executive** from Date **06.12.2021**

1. Your employee id is: - 636
2. Your salary would be as follows:

HEADS	Amount P M	Amount P A
Basic Salary	6423	77070
HRA	3211	38535
Sta. Bonus	1088	13057
Medical Allowance	0	0
Education Allowance	0	
Other Allowance	378	4540
Gross Salary : (A)	11100	133202
PF Wages	6801	81610
Other Employer Cost		
PF Employer Contribution @ 12% of basic	816	9793
PF Admn. Charges @ 1% of basic	68	816
ESIC Contribution @ 3.25%	361	4329
Insurance	500	6000
EC	0	0
Sub Total : (B)	1745	20938
Cost to Company : (A) + (B)	12845	154140
Less Deductions :		
PF Employee Contribution @ 12% of basic	816	9793
ESIC Contribution @ 0.75%	83	999
Professional Tax (as per state Norms)	200	2400
Sub Total : (C)	1099	13192
Take Home : (A) - (C)	10001	120009

3. Your probation period would be for **6 months** from your date of joining You would have to provide **2 months notice** if you would have to the resign from the job during and after probation. It is at the sole discretion of the company management to decide to pay or accept salary in lieu of notice period. The company may at its sole discretion decide to relieve you from such date as it may deem fit even prior to the expiry of the notice period. If you take any leaves during the notice period, your relieving date will be extended based on the number of leaves taken. During the notice period, you will not be entitled of any leave.

521, Ecstasy Corporate Park, JSD Road, Nr. Mulund Staon, Mulund West, Mumbai - 400080
 3/G2 Moreswar CHS, Sambhaji Naga, Nr. HDIL, Andheri East, Mumbai - 400069
 104- B Oxford House, Rustum Bagh Road, Behind Manipal Hospital, Kodihalli, Bangalore - 560017
 Tel +91-22-2593 0233, www.careerguideline.co.in



4. During your term of employment with us, you are not allowed to be employed by any other company or after your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the Managing Director of our company.
5. "In the event of you resigning from the services of the organization, the organization may relieve you from your services with immediate effect without giving you the notice pay (or) ask you to serve the notice period, at its sole discretion"
6. If it is found any time that the information given by you is not correct/true/complete, the employment may be withdrawn immediately.
7. The company reserves the right to modify its working hours. The company also reserves the rights so as to require you to work on Sundays/Holidays or otherwise depending on the need from time to time.

8. Non Compete and confidentiality:

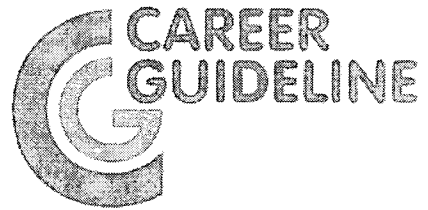
Competitor: You shall not join, be employed or consult, either full time or part time, with a company, which is a competitor or is working towards building a competing business with that of Career Guideline Services India Pvt. Ltd. for at-least six months after having completed your employment with us.

Client: You shall not join a company, which is an existing or past client or customer of Career Guideline Services India Pvt. Ltd. for at-least six months after having employment with us.

Information Security: Any information regarding the company or the business of Career Guideline Services India Pvt. Ltd. shall not be divulged or used without prior written consent from the management Career Guideline Services India Pvt. Ltd.

Confidentiality: You are expected to maintain confidentiality and shall not misuse, divulge or disclose to anyone information about Career Guideline or its clients, candidates, employees obtained by you during the course of your employment. 'Confidential Information' means Data or information in any form – including oral or written or in electronic form and whether marked confidential or not. It could also be any Organization proprietary information, technical data, trade secrets or know-how, including but not limited to its business plans, practice methodologies and technologies, training materials, personnel information, database, client lists and clients, services, projects, proposals, all work produced by you whether during normal working hours or not, documentation, software, developments, processes, technology, marketing, sales and profit figures, finances, techniques, strategies, discoveries and any other business information of the organization

Punitive Action: In an event of you breaching any of the above sub-clause under 11. Career Guideline Services India Pvt. Ltd. reserves the right to initiate legal proceedings and seek remedy in a way that it deems fit.



9. **Termination:** The organization will be entitled to terminate your services at any time without any notice or payment in the event of dishonesty, disobedience, misappropriation, absence from duty without permission for more than 3 days, or any misconduct, whether or not in the performance of your duties or commit any act which in the opinion of the organization is likely to bring the
10. organization any disrepute whether or not such act is directly related to the affairs of the organization, or violation of anyone or more terms of this appointment. In Case of such termination, all dues receivable by you will be forfeited.

If you decide to resign without serving 2 months notice or do not come to work, then you will not be eligible to receive the relieving letter, you would be issued a termination letter and legal notice to pay 2 months salary for not serving 2 months notice and all the dues payable to you by the company will be cancelled. You will also have the obligation to pay the company your 2 months salary for not serving your notice period of 2 months.

11. You would have to achieve the targets on monthly basis. Failing to achieve the targets for a month you would be placed under **Performance Action Plan**. If the performance does not improve you might be terminated in consultation with your reporting manager.
12. You are not eligible for any leaves during your probation period, apart from weekly offs and fixed Holidays and per company holidays list.
13. If you are willing to accept the above terms and condition, you may join duty after Affixing your signature on the duplication of this letter, in taken of your acceptance.
14. At the time of joining, all the relevant education, experience and address proof documents would have to be produced without fail to fulfill the joining formalities. Anytime during your employment if we find that the documents and educational certificate provided by you is fake, you will be terminated from your job immediately, and all the dues payable to you by the company will be cancelled.
15. Your employment would be confirmed once you complete 6 months of probation in the Organization if we find satisfactory. Career Guideline does not have any obligation to confirm your employment after 6 months probation. Management decision will be final.



Career Guideline Services India Pvt. Ltd.

For Career Guideline Services India Pvt. Ltd

Place: Mumbai

Authorized Signatory

I < > SON OF/Daughter of/ Wife Of < >
Have read and understood the above contents and have voluntarily accepted the same. I am reporting for
duty.

From Date:

Place: Mumbai

Employee Signature

521, Ecstasy Corporate Park, JSD Road, Nr. Mulund Staon, Mulund West, Mumbai - 400080
3/G2 Moreswar CHS, Sambhaji Naga, Nr. HDIL, Andheri East, Mumbai - 400069
104- B Oxford House, Rustum Bagh Road, Behind Manipal Hospital, Kodihalli, Bangalore - 560017
Tel +91-22-2593 0233, www.careerguideline.co.in



Apprenticeship Offer cum Appointment Letter

Date: December 15, 2021

Ms. Tanushree Sandesh Chavan

B/5, Ragai Devi society Shivaji
Road no 1 Near Shiv vishnu Darshan Ganesh Nagar Dombivli West, Dombivli
Maharashtra, 421202

Dear Tanushree,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the DO would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards

Offered By: Sagar Shetty
Designation: Associate Program Manager- Human Resources

Date: December 15, 2021

Dear Tanushree,

Further to your Contract dated **December 15, 2021** we are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**December 16, 2021**" and will continue until "**June 16, 2022**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Mumbai**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the DO is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

3. Remuneration, Benefits & Privileges.

eClerx

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprentice tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being serviced on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; or. You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or

- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or

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political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.

c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards



Offered By: Sagar Shetty

Designation: Associate Program Manager- Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 16,912 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

a. You are eligible for a floater medical insurance cover of INR 100,000.

b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

2.2 Group Personal Accident Insurance

a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 700** will be deductible from your fixed stipend every month.

ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: Tanushree Sandesh Chavan

Designation: Analyst

Date of Joining: December 16, 2021

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

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

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to

accidents

4.3 Night Shift Allowance

- a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

- a. The Company offers subsidized transport to its employees, basis the local transport
- b. Should you wish to avail, an amount of INR **700** will be deductible from your fixed stipend every.

Other Notes:

1. Taxation

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.
- b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards

eClerx

S Shetty

Offered By: Sagar Shetty

Designation: Associate Program Manager – Human Resources

Accepted by:

Janhree

(Name and Signature)

Date:

HRD/RECTT/2020/13517

Date: 19. July 2021

To,

Suman Shankar

West Amardeep Colony, , Chawl No.8, Room No.1/A,

Hajimalang Road, Kalyan,

Thane 421306

APPOINTMENT LETTER

Dear Suman

With reference to your application and subsequent interview, we are pleased to appoint you as **Asset Executive (L1)** with initial posting at Mumbai. Please read the following terms and conditions.

1. Date of joining: Your date of joining will be 19. July 2021
2. Monthly & Annual salary as per the enclosed Annexure & your total CTC including yours and the company's contribution of PF, ESI (if applicable).

3. Probation

a. You will be on probation for a period of Six Month from the date of joining. Your continuance in service will be subject to your performance (work and conduct) being found satisfactory by the senior authorities. In case the performance of the probationer is not up-to-the-mark/ expected level, the service of the probationer will not be confirmed.

b. During the initial period of probation, your service will be terminable by either - by 60 days notice or payment of basic salary in lieu thereof, without assigning any reason.

After confirmation, your service will be terminable on either side by 60 days notice.

Incase of termination/asked-to-leave-early during the notice period, due to performance/ behavioral issues - the payment of the notice period shortfall will be calculated on monthly basic salary.

However, if any of the information furnished by you over your bio-data/application form, or any other document in connection with your employment with us - is found to be incorrect OR, is found at any time lacking in any relevant information; your service is liable to be terminated immediately without any compensation whatsoever.

The formalities of submitting a proper letter of resignation and obtaining a 'No-dues certificate' from all concerned shall have to be complied with - before getting released from the company. Failing this, nothing is claimable from Team Computers Private Limited.

A member shall not be absent without obtaining prior approval in writing from the Business Head. In the event that the member is absent, (without proper approval) for a period of more than 7 days, it will be deemed that the member has quit the services of the Company. In cases like these, the company will be free to take action against the member as it may deem fit, including levying penalty on the member.



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4. Other Terms

a. You will devote your whole time in the service and for the benefit of the Company and shall not take up any other employment or engage yourself in any private business etc. You will also not make yourself directly or indirectly interested in the business of any other person or concern.

b. The management will have the discretion of assigning you with any work suitable to your qualifications and/or experience.

c. You are liable for transfer/deputation/secondment/training to any branch or to the offices of our associate companies, client locations, or third parties in India - with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the new assignment. In all service matters, including those not specifically covered here, such as travel etc., associates will be governed by the rules of the Company in force, from time to time.

d. You will be responsible for safe-keeping and return in good condition all the office properties, equipment, instruments, tools, books, etc. (things which may be given to you for your use, or be under your custody or charge). You shall also be responsible for returning any document, pamphlet, book or item bearing the intellectual property of the company. In the event of your failure to account for the aforesaid properties, the company shall have the right to deduct/recover the money from your dues and/or take other action as the Company may deem proper.

e. (i) You shall observe strict secrecy with respect to all transactions and activities of the Company at any time during your employment with us. You shall not disclose, communicate or part with any confidential or technical information, details or data etc. to any other person including any other member of the Company, except in performance in good faith of the duties assigned to you.

(ii) Failure to observe the above entitles the Company to dispense you from your service with immediate effect without any prior notice.

f. In the matter of service conditions, you will be governed by the rules and policies of the Company as in force, from time to time. You will be entitled to the benefits of Members Provident Fund, bonus and gratuity, medical insurance as per statutes, as and when applicable.

g. In case our offer of appointment on the terms and conditions set out above, is acceptable to you, please return to us the duplicate copy of this appointment letter. It should come to us before the joining date, with your signature. This is your acceptance - as otherwise this offer is liable to be withdrawn.

h. Please warrant that you are not prevented by a court, or by any other administrative or judicial order, from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

You are expected to go through the attached annexure and non-disclosure agreement, the same will be assumed as formal consent from your end.

Looking forward to a long and happy association with you.

Yours faithfully,

For Team Computers Private Limited



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Annexure (1)

1. NOTIFICATION

I agree that prior to accepting employment or affiliation with another firm or business, I will advise such firm or business of my duties and obligations under this Agreement. After my employment with the Company ends, I agree that the Company or a Connected Entity shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Agreement

2. FUTURE COOPERATION

Upon termination of my employment for any reason, I will cooperate with the Company or a Connected Entity in all matters relating to the completion of pending work on behalf of the Company or a Connected Entity and the orderly transfer of work to partners, principals, members, officers or members of the Company or a Connected Entity and assist in collection of any outstanding amount under my name, from external customers. I will also cooperate fully with the Company or a Connected Entity in connection with any threat of or actual legal proceeding against the Company or a Connected Entity or any client, customer or licensor of the Company arising out of any matter with/or,of-which I have had contact or knowledge, during my employment.

3. RETIREMENT AGE

The age of retirement for every member of the Company is fifty eight (58) years you shall however, during the tenure of the services be required to be medically fit for work & may be retired earlier, if found medically unfit. The Company may, at its discretion, request you to undergo periodic medical examination to enable professional determination of medical fitness for employment.

4. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is 60 days by either side.

c

In the event of any misconduct or non-performance of contractual obligation (or the terms and conditions laid down in this Annexure) or, if you are guilty of any negligence/misconduct in connection with-or-affecting the business or affairs of the Company, your services in the Company could be terminated without any notice or payment in lieu of notice not with standing any other terms and conditions stipulated herein.

Misconduct will include but is not limited to:

- Going on or abetting a strike, in contravention of any law.
- Causing damage to the property of the Company, or its members.
- Continued discharge of work functions that do not meet the standards reasonably expected from you.
- Breach of confidentiality/secretcy provisions set out.
- Engaging in outside employment or an outside business unconnected with your duties and obligations.
- Neglect of normal duties and functions.



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- Disclosing to any unauthorized person any Proprietary Information.
- Falsification / manipulation of Team Computers Private Limited time & expense.
- Falsification / manipulation in Background Verification.
- Engaging in any illegal activities.

The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests and to claim the actual damages it has suffered through any breach.

Absence from work for a consecutive period of seven days, without prior approval, including an overstay of leave, will be treated as abandonment of services and you would be subject to immediate termination without any rights on due compensation as due in normal case.

Upon termination of your employment with the Company, you shall forthwith return to the Company all the assets, software, code, protocols, manuals, programs, compilations of technical data, client or prospective client lists, work-in-Progress and property of the Company (including leased property), documents, files, books, papers, memos or any other property of the Company or Connected Entities or their respective clients in your possession or under your control.

In case of employment termination for any reason, the year-end performance incentive (if applicable) as part of your compensation structure would not be processed as part of full & final settlement.

5. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT, WORK CONDUCT AND SEXUAL HARASSMENT POLICY

You will be expected to sign the Company's Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement, Code of Conduct and the Sexual Harassment Policy upon joining the Company. Please refer below and contact the Human Resources Department for further details.

5 (a) WORK CONDUCT

The Company expects all members to maintain highest standard of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Company expects you to follow rules of conduct that will protect the interests and safety of all personnel.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace, but the following are examples of infractions of rules of conduct that may result in disciplinary action, including termination of employment:

- Irregular attendance: repeated or excessive absence, tardiness or early departures.
- Falsification of employment records, employment information, or other records prior and after joining the Company.
- Giving false statements knowingly, either verbally or in written form to any manager or co-member.



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- Excessive personal use of the Company's telephone, fax or computer systems for non-business reasons.
- Practices such as reading newspaper or magazines in the reception, having obscene posters /work station screen savers at your work place, playing games at your workstation etc.
- Insubordination: willful disobedience of any reasonable and legitimate instructions issued by any member of management or supervision and anyone authorized to act in such capacity, or addressing such person in an abusive, threatening or contemptuous manner in the presence of others.
- Theft, unauthorized removal or willful damage to any property belonging to another member, the Company or to the Company's customer or visitor.
- Introduction or possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon on the Company property.
- Corruption, fraud, misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Company.
- Any act prejudicial to or in conflict with the interests of the Company.
- Gross negligence.

All members conduct shall strictly adhere to the Company's rules and regulations and amendments made to it from time to time.

5(b) ASSIGNMENT OF INTELLECTUAL PROPERTY

During your tenure with the company you shall disclose and assign to us as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the Company's business, or that results from work that you perform for the company, or using the Company's equipment, supplies or facilities and shall comply with the Policies of the Company in relation to intellectual property.

5(c) SEXUAL HARASSMENT POLICY

This policy prohibiting harassment applies to all practitioners of Team Computers Private Limited.

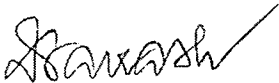
Commitment:

Team Computers Private Limited is committed to provide a work environment that ensures every member is treated with dignity and respect and afforded equitable treatment.

The Company is also committed to promote a work environment that is conducive to the professional growth of all its members and encourages equality of opportunity.

The Company will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its members are not subjected to any form of harassment and this policy complies with this directive.

The Supreme Court of India has directed the companies to lay down guidelines and a forum for addressing the grievances related to sexual harassment and this policy complies with this directive.



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Scope:

1.1 This Policy extends to all members of the Company and is deemed to be incorporated in the service conditions of all members' and comes into effect immediately.

1.2 Sexual Harassment – may include any of the following:

- a) Unwelcome sexual advances, requests or demand for sexual favors, either explicitly or implicitly, In return for employment, promotion, examination or evaluation of a person towards any company activity;
- b) Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually colored remarks, jokes, letters, phone calls, e-mail, gestures, showing of pornography, lurid stares, physical contact, molestation, stalking, sounds, display of pictures, signs, verbal or non-verbal communication which offends the individual's sensibilities.
- c) Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy;
- d) Act or conduct by a person in authority which makes the environment at workplace hostile or intimidating to a person belonging to the other sex;
- e) Conduct of such an act at work place or outside in relation to a member of Team Computers Private Limited, or vice versa during the course of employment.
- f) Any unwelcome gesture by a member having sexual overtones.

"Member" means any person on the rolls of the Company including those on deputation, contract, temporary, part time or working as Consultants.

Complaint Procedure

The Company wants every individual to know that the following procedures exist to report any harassment complaint.

These procedures should be followed whenever an individual believes that he or she has been the subject of harassment, or observes, or has knowledge of a violation of the Company's policy on harassment.

- a) Any Member who feels and is being sexually harassed directly or indirectly may submit a complaint of the alleged incident to any member of the Committee in writing with his/her signature within 3 months of occurrence of incident and in case of series of incidents within 3 months of the last incident.
- b) The Internal committee may extend this period, for reasons recorded in writing, for a maximum period of 3 months, if it is convinced that circumstances were such that it prevented the aggrieved member from making the complaint.
- c) If the complainant (aggrieved member) is not in a position to make the complaint - the complaint can be made by an individual who has knowledge of the incident, with a consent in writing from the complainant.
- d) The Committee will endorse the complaint received by it and keep the contents confidential, if it is so desired, except to use the same for discreet investigation.



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e) The Committee will hold a meeting with the Complainant within 7 days of the receipt of the complaint, but no later than 10 in any case.

The Company is committed to prompt examination of any harassment complaint received from any of its Practitioners and will take whatever action is appropriate under the circumstances, up to and including termination of employment.

Although the Company may not have the same control over outside persons causing harassment as it does over its own personnel, the Company will still examine the harassment complaint promptly and take whatever action is appropriate under the circumstances.

If the complaint reported is found to be false then the complainant may be subject to disciplinary action as decided by the management.

Yours faithfully,

For Team Computers Private Limited



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I have read and understood the above policy terms.

The mentioned policies and benefits are subject to amendments from time to time. You shall also abide by all other policies, guidelines, rules and regulations of the Company as shall be in force, from time to time, which may be accessed on the emails and/or will be available on company's intranet (teamworksnew.teamcomputers.com)

(On duplicate copy and office copy)

I have fully understood the terms and conditions of my appointment and accept the same without any reservation. In token of my acceptance, I have signed on the duplicate copy of this offer of appointment.

Signature :

Name :

TMC : 13517

Address :

NON-DISCLOSURE AGREEMENT

In Consideration of my employment in Team Computers Private Limited having its corporate office at No 1, Mohammadpur Bhikaji Cama Place or any of its successors, assignees, affiliates or subsidiary companies (hereinafter referred to as "the company") I, agree as follows:

A. CONFIDENTIALITY

COMPANY INFORMATION

In view of the nature of my duties I understand and accept that I may, from time to time, have access to information of the company and/or its clients that the company and/or such clients may consider to be of value and to be confidential. Without being exhaustive, such information may relate or pertain to the Company's and/or its client(s) business, projects, products, customers, trade secrets, confidential information - including business and financial information or unpublished know-how. For the removal of doubts it is agreed that any such information which is not readily available to the public shall be considered by me to be confidential information and, therefore, within the scope of this Agreement, unless the company advises me otherwise in writing. I agree to hold such information in confidence at all times while in the service of the company and for a period of two (2) years thereafter.

LIABILITY ON TERMINATION OF SERVICE

I agree that upon termination of my employment with the company (voluntary or otherwise, whether by me or by the company and for any reason whatsoever), I will ensure that all the pending payments are collected and recoveries made from the company's clients I have dealt with. I shall also be accountable for any pending dues and recoveries from the clients where I represent Team Computers Private Limited. I will return to the company all things belonging to the

Company and if at any time after the termination of Employment, I or the Company determines that I have any such confidential information in my possession and control, I shall also return the same to the company and that all documents, records, notebooks and tangible articles containing or embodying confidential information, including copies thereof, then in my possession or control, whether prepared by me or others, and leave the same with the company. I recognize and understand that the unauthorized taking of any of such confidential information, is a crime and is punishable. I, further recognize that such unauthorized taking of such confidential information, may also result in civil liability and that a willful taking may result in an award against me for damages to the company and /or to such client(s) as well as their attorney's fees.

B. UNFAIR COMPETITION

FOLLOWING TERMINATION

I agree that, for a period of one (1) year immediately following my termination, with the company (voluntary or otherwise), I will not accept the offer of employment or render services, directly or indirectly to a customer or client with whom I have interacted or worked in a professional capacity representing the company for a period of one (1) year, unless I have declared to the company prior to joining such employment. I further agree that, for a period



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of one (1) year immediately following my termination of employment with the company (voluntary or otherwise), I will not interfere with the business of the company in any manner. Particularly, but without limitation, I agree to refrain from the following acts:

- Initiating contact with any employee, consultant or other independent contractor of the company for the purpose of hiring away such employee, consultant or other independent contractor.
- Soliciting customers of the company.
- Disclosing the information vis-à-vis any department to the competitors or making use of such information for personal gain.

During the term and for a period of at least two years after the Term, the Employee shall not solicit, endeavour to solicit, influence or attempt to influence any client, customer or any other person directly or indirectly to direct his or its purchase of the Company's product and/or services to himself or any Person in competition with the business of the Company;

C. GENERAL PROVISIONS

If any portion of this Agreement is found to be void or unenforceable, it shall be severed there from, leaving in force the remainder of this Agreement.

This Agreement will be binding upon my heirs, assignees, executors, administrators or other legal representatives. The management reserves its rights to amend the terms and conditions of this Agreement. In the event that any legal action becomes necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled, in addition to its court costs, to such reasonable attorney fees and expenses as shall be fixed by a court of competent jurisdiction.

I agree to this agreement being read in conjunction with my employment agreement dated **19. July 2021** (here in after called the "Employment Agreement") and even if the Employment Agreement is terminated, my obligation under the Agreement will remain outstanding amount payable to me till agreement contains the entire understanding between myself and the company - with respect to the subject matter thereof, and there are no representations, warranties, promises or undertakings other than those contained in the provisions above.

THIS AGREEMENT is executed by me on this day of 19. July 2021.



Authorized Signatory

NO: HRD/ 13517/2021

Date:

ANNEXURE		
TMC	13517	
Name	Suman Shankar	
Band	L1	
Designation	Asset Executive	
SBU	IMS	
Components	PER MONTH	PER ANNUM
Basic	13,000.00	156,000.00
HRA	650.00	7,800.00
Transport Allowance	0.00	0.00
Flexi Benefit Plan*	1,933.00	23,196.00
Bonus	1,083.00	12,996.00
Gross Salary(A)	16,666.00	199,992.00
Member Contribution		
PF	1,792.00	21,504.00
ESIC	125.00	1,500.00
Total(B)	1,917.00	23,004.00
Take Home	14,749.00	176,988.00
Company Contribution		
PF	1,792.00	21,504.00
ESIC	542.00	6,504.00
Gratuity	625.00	7,500.00
Mobile Reimbursement**	0.00	0.00
Health & Accidental Insurance	0.00	0.00
Total(c)	2,959.00	35,508.00
Performance Linked Pay (D)***	0.00	0.00
Total CTC	19,625.00	235,500.00

* Flexi Benefit Plan - Please refer enclosed explanation of Compensation Components.

** Mobile Reimbursement shall be increased or decreased based on the usage & business need .

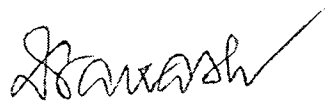
Gratuity Insurance cover as on date Rs . 285000.

*** Performance linked Pay amount may vary based on individual and SBU performance and it shall be disbursed on quarterly basis depending upon the performance rating received.'

Sales Incentives shall be paid quarterly, based on the defined target achievement and as per the scheme .

PF , ESIC , Gratuity , Bonus , PT & TDS are applicable as per respective acts. PF will be calculated on the Gross salary excluding HRA & Bonus.

Individual Health Insurance benefit cover of Rs. 300000 & Accident Insurance benefit cover of Rs. 1000000.00



Authorized Signatory

The above mentioned terms and conditions are subject to amendments from time to time, which shall be notified through emails and/or will be available on company's intranet (teamworksnew.teamcomputers.com)

Explanation of Compensation Components

Components	Summary Explanation*
1. Basic Salary	The fundamental salary component to which many other compensation components are linked.
2. House Rent Allowance	Maximum up to 50% of Basic Salary per annum. To be used for house rent. Tax exemption subject to submission of House Rent receipt.
3. Flexi Benefits Plan (FBP)	The FBP allows members to choose a benefit basket that suits their needs. For certain elements, members may avail of tax exemptions as per prevailing tax laws. The elements are listed below
(a) Food Coupons (Sodexo)	INR 50 per meal per day.
(b) Fuel and vehicle maintenance	Maximum INR 1800/- per month. To be used for fuel and maintenance expenses of 4-wheeler. Subject to submission of bills on a quarterly basis.
(c) Leave Travel Allowance (LTA)	LTA can be used for up to maximum of Economy class airfare /Ist Class AC Train Fare twice during a 4 year period as pe Income tax rules. Eligibility is twice the Basic Salary and subject to submission of Travel Tickets.
(d) Relocation Allowance	Is a taxable amount, if applicable
(e) Site Allowance	Is a taxable amount, if applicable.
4. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
(a) Provident Fund (PF)	Maximum contribution up to INR 21600 only
(b) ESIC	Until your monthly wages are up to INR 21,000/- p.m. or such other amount prescribed by law, you will be covered under Employee State Insurance Act, 1948 (ESIC) and will be entitled to avail benefits under the same.
(c) Gratuity	Calculate on Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. . Gratuity is payable to you as per the Team Computers Private Limited Employees Gratuity Fund Rules & the per the Team Computers Private Limited Employees Gratuity Fund Rules and the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company. The amount of gratuity payable shall not exceed Ten lakhs rupees (INR 1,000,000).
(d) Statutory Bonus	As per statutory Bonus act and shall be paid along with monthly salary.
5. Health and PA Insurance	Individual Health Insurance cover of Rs. 300000 & Accident Insurance Cover of Rs. 10,00,000.
6. Annual Remuneration	Basic Salary + HRA + Conveyance + FBP + Retirals + Sales Incentive (As per Sales Incentive Scheme details).

The above mentioned terms and conditions are subject to amendments from time to time, which shall be notified through emails and/or will be available on company's intranet (teamworksnew.teamcomputers.com)

**STRICTLY PRIVATE AND CONFIDENTIAL**

HRMD/OFF-LTR/120213072/2021-22

25.02.2022

SELECTION CUM OFFER LETTER

To
Ms. Rutuja Apankar,
No. 2, sai Chhaya chawl reti bander cross road,,
Near gaon devi mandir, motha gaon lotewadi,
Dombivli West - 421202.

Dear Rutuja Apankar,

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you employment as a **Relationship Manager I (Sales and Operations)** of our bank. You will be, at the time of joining the Bank, designated as '**Trainee Relationship Manager I**'.

Before joining the Bank you will have to undergo a **Preliminary Induction Programme** the details of which will be communicated to you separately. After satisfactory completion of the Preliminary Induction Programme you shall be issued the appointment/posting order specifying your role and responsibility and the place of initial posting. From the date of joining you will have to undergo 'On the Job Training' for a period of six months.

During this period of Training, you will be paid a sum of **Rs.18,000/-** per month until you are placed on probation. On successful completion of the On the Job Training, to the satisfaction of the Bank, you shall be placed on probation for a period of one year.

During the probationary period of one year, your Gross annual total Cost-To-Company (CTC) at maximum variable payout will be **Rs.3,93,000/-** per year. A detailed overview of the compensation structure along with the terms and conditions of the offer is attached as annexure to this offer letter.

Your employment will be governed by the rules, regulations and policies of the bank. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.

You are advised to handover to the reporting authority a signed copy of this offer letter at the time of joining the Preliminary Induction Programme as a token of your acceptance of this offer.

We take this opportunity to welcome you to City Union Bank. We wish you a long, rewarding and fulfilling career.

With Best Wishes,

S. Mohan
Deputy General Manager
HRMD

Encl.: Annexure to the offer (as applicable to you).



Administrative Office: City Union Bank, HRMD Department, No.24-B Gandhi Nagar,
Kumbakonam - 612 001, Tamil Nadu, India.
Tel: +91 (0435) 2402322, +91 93817 37719

Website: www.cityunionbank.com; Email: placement@cityunionbank.in



some stage in your career. Additionally, the Bank reserves the right to seek references from your current / previous employer (s), at any stage, subsequent to your acceptance of this offer letter.

- After the Bank receiving a satisfactory report following a routine medical examination (mentioned in annexure) by separate Registered Medical Practitioners.

The terms and conditions set out in this Letter of Appointment and in the service agreement, inter alia, constitute service conditions applicable to your employment in the Bank. **Any dispute arising thereof is subject to Kumbakonam jurisdiction only and courts at Kumbakonam will have exclusive jurisdiction.**

Please return to us on or before 27.02.2022, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the offer.

Welcome to the CUB family.

With Regards

**S. Mohan
Deputy General Manager
HRMD**

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

Rukia
Signature

Name: Rukia. G. Apamkar

Date: 25/02/2022

Place: Dombivli (west)





HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN - U65993GJ2007PLC051028

February 3, 2022

Ref:HDBFS/21-22/HRIC56070/App/146991

Ms.Komal Devanna Gowda,
B 2 Anant Vihar Kalyan ,
Shil Rd Sonarpada ,
Dombivali E Nr Annapurna Hotel Kalyan Manpada,
Kalyan-Dombivali-421204

Dear Ms.Komal Devanna Gowda,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - MARKETING COORDINATOR on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Thane .You are initially assigned to services at our client premises, LODHA ITHINK, PALAVA CITY. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

eSigned using Aadhaar
(Leegality.com - ZGfEoB1)
Komal Devanna

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Date: Wed Feb 09 11:14:25 IST
2022



- e) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- f) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- g) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.
- h) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- i) Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- j) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- k) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- l) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- m) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.

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(Leegality.com - ZciEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022



- n) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- o) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.
- p) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- q) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- r) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- s) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- t) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- u) You shall not, at any time during the course of your employment and any time after the termination of your employment with the Company, make any statement, representation, post commentary, content or image or communicate in writing, orally or otherwise or take any action directly or indirectly in public or private, in any manner or through any medium whatsoever including but not limited to newspaper, social media, e-mail, SMS, internet, blog, social networking websites etc., which may directly or indirectly, defame or disparage the image, credibility, good name, goodwill and reputation of the Company or any of its officers, directors, employees, agents, consultants, representatives etc. or create an hostile work environment.

eSigned using Aadhaar
(Legality.com - ZciEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022



- v) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- w) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.

As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than February 18, 2022.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining:

- a) Copy of Educational Certificates and Marksheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.


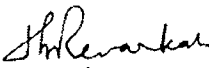
Hemant Revankar
Authorised Signatory
ADFC - A division of HDB Financial Services Limited.

ACCEPTED AND RECEIVED
(If e-mailly sent - 2012021)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022

Ms.Komal Devanna Gowda

Annexure A

		Compensation Breakup	
Name	MS.KOMAL DEVANNA GOWDA		
Role	Jr. Officer - Marketing Coordinator		
Grade	Grade-I		
Location	Thane		
Annual Compensation Break up			HDBFS Monthly
Basic	1,10,880		9,240
HRA	44,352		3,696
PDA	29,568		2,464
Provident Fund (Employer's contribution)	16,848		1,404
Gross Salary (A)	2,01,648		16,804
ESIC (Employer's contribution)----(B)	6,006		500
Gratuity----- (C)	5,333		444
Total Fixed Compensation (D=A+B+C)	2,12,987		17,749
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref:HDBFS/21-22/HRIC56070/ Appt/146991	

Signed using Aadhaar (Legality.com - ZclE0B7) and conditions as mentioned in the Appointment letter.
 Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST 2022

Ms.Komal Devanna Gowda

SPECIMEN

**NOMINATION & DECLARATION FORM
FOR UNEXEMPTED / EXEMPTED ESTABLISHMENTS**

GROUP No.:

Office:

Declaration and Nomination Form under the Employees Provident Funds
and Employees Pension Scheme

(Paragraph 33 & 61 (1) of the Employees Provident Funds Scheme, 1952 and
Para 18 of the Employees Pension Scheme, 1995)

1. NAME (in block letters) : Komal Devanna Gowda
2. FATHER'S / HUSBAND'S NAME : Devanna Gowda
3. DATE OF BIRTH : 30-Oct-2000
4. SEX : Female
5. MARITAL STATUS : Single
6. ACCOUNT NO : MH / BAN / 49611
7. ADDRESS : B 2 Anant Vihar Kalyan ,
Shil Rd Sonarpada ,
Kalyan-Dombivali - 421204

PART - A (EPF)

I hereby nominate the persons(s) / cancel the nomination made by me previously and nominate the person(s), mentioned below to receive the amount standing to my credit in the Employees Provident Fund in the event my death.

Name & Address of the Nominee(s)	Nominee's relationship with the member	Date of Birth	Total amount or share of accumulation in PF to be paid in each nominee	If the nominee is minor, name & relationship & add. of the guardian who may receive the amount during minority of nominee
(1)	(2)	(3)	(4)	(5)
Veena Devanna Gowda, B 2 Anant Vihar Kalyan , Shil Rd Sonarpada , Kalyan-Dombivali- 421204	Mother	02 - Jun - 1976	100	No

- * Certificate that I have no family as defined in para 2 (g) of the Employees Provident Funds Scheme, 1952 and should I acquire a family thereafter the above nomination should be deemed as cancelled.
 - * Certified that my father / mother is / are dependent upon me.
- (*) Strike out whichever is not applicable.

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(Leegality.com - ZclEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022

X

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

PART - B (EPS)**Para 18**

I hereby furnish below particulars of the members of my family who would be eligible to receive widow / children Pension in the event of my death.

Sr. No.	Name & Address of the family member/s	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
1	Veena Devanna Gowda, B 2 Anant Vihar Kalyan, Shil Rd Sonarpada, Kalyan-Dombivali-421204	02 - Jun - 1976	Mother

**Certified that I have no family, as defined in para 2 (vii) of the Employees Pension Scheme, 1995 and should I acquire a family here after I shall furnish particulars thereon in the above form.

I hereby nominate the following person for receiving the monthly family pension (admissible under para 16 (2) (i) and (ii) in the event of my death without leaving and eligible family member/s for receiving pension.

Name of the Nominee	Address	Date of Birth	Relationship with Member
(1)	(2)	(3)	(4)
Veena Devanna Gowda	B 2 Anant Vihar Kalyan, Shil Rd Sonarpada, Kalyan-Dombivali- 421204	02 - Jun - 1976	Mother

eSigned using Aadhaar
(Leegality.com - ZcIEcB1)
Komal Devanna Gowda

X

Date: Wed Feb 09 11:14:25 IST
2022

Date : 09-Feb-2022

(*) Strike out whichever is not applicable

SIGNATURE OR THUMB IMPRESSION THE SUBSCRIBER

CERTIFICATE BY EMPLOYER

CERTIFICATE that the above declaration and nomination has been signed / thumb impressed before me.

by Shri / Smt. / Miss. _____ employed in my / our establishment
after he / she has read the entire / the entries have been read over to him / her by me and confirmed by him her

For HDB Financial Services Limited



[Handwritten Signature]

Authorized Signatory

Place : _____

Date : _____

Signature of the Employer's OR other Authorised Officer's the Establishments

Signature with Designation

HDB Financial Services Ltd

Ground Floor, Zenith House,

Keshavrao Khadye Marg,

Opp.Race Course, Mahalaxmi, Mumbai - 400034.

**UNDER THE PAYMENT OF GRATUITY ACT, 1992.
&
THE PAYMENT OF GRATUITY (MAHARASHTRA) RULE, 1972**

FORM 'F'
(See Sub-Rule (i) of rule (6))

Nomination

To
M/s HDB Financial Services Limited
Ground Floor, Zenith House,
Keshavrao Khadye Marg,
Opp.Race Course, Mahalaxmi
Mumbai - 400034.

1. Shri / Shrimati / Kumari KOMAL DEVANNA GOWDA whose particulars are given in the statement below hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).
2. I hereby certify that the person(s) mentioned is / are member(s) of my family within the meaning of clause (h) of section 2 of the Payment of Gratuity Act, 1972.
3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.
4. (a) My father / mother / parents is / are not dependent on me.
(b) My husband's father / mother / parents is / are not dependent on my husband.
5. I have excluded my husband from my family by a notice dated the to the controlling authority in terms of the provision to clause(s) of section 2 of the said Act.
6. Nomination made herein invalidates my previous nomination.

NOMINEE (S)				
Sr. No.	Name If Full address of the nominee(s) - (1)	Relationship with the Employee (2)	Age of the Nominee (3)	Proportion by which the gratuity will be shared (4)
1	Veena Devanna Gowda, B 2 Anant Vihar Kalyan, Shil Rd Sonarpada, Kalyan-Dombivali- 421204	Mother	02 - Jun - 1976	100
2				
3				
4				
5				
6				

eSigned using Aadhaar
(Leegality.com - ZciEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022

Statement

1	Religion	Hinduism	
2	Sex.	Female	
3	Name of employee in full.	Komal Devanna Gowda	
4	Whether married/unmarried/widow	Single	
5	Department/Branch/Section where employed	Lodha Ithink, Palava City	
6	Post held with Ticket or Serial Number if any.	Jr. Officer - Marketing Coordinator	
7	Date of appointment.	04-Feb-2022	
8	Permanent address.	B 2 Anant Vihar Kalyan , Shil Rd Sonarpada , Kalyan-Dombivali - 421204	
	Village	Thana	Sub-division
	Post Office	District	State

eSigned using Aadhaar
(Leegality.com - ZciEoB1)
Komal Devanna Gowda

X _____ Date: Wed Feb 09 11:14:25 IST

Signature/Thumb impression of the employee

Place : Lodha Ithink, Palava City
Date : 09-Feb-2022

Declaration by witnesses

I declare that the Nomination has been signed/thumb impressed before me.

Name in full Signature of Witnesses.

Address of witnesses

1. _____

1. _____

2. _____

2. _____

Place : Lodha Ithink, Palava City

Place : Lodha Ithink, Palava City

Certificate by the employer

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's References No., If any.

Designation

For HDB Financial Services Limited



[Handwritten Signature]

Authorized Signatory

HDB Financial Services Ltd

Ground Floor, Zenith House,
Keshavrao Khadye Marg
Opp Race Course, Mahalaxmi
Mumbai - 400034.

Signature/Thumb impression of the Authorized Signatory

Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date _____

X eSigned using Aadhaar
(Leegality.com - ZciEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST

Signature of the employee

Note : Strike out the words and paragraphs not applicable.



Composite Declaration Form Form -11

www.epfindia.com

146991

(To be retained by the Employer for future reference)

EMPLOYEES' PROVIDENT FUND ORGANIZATION

Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &

Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in an establishment on which EPFS 1952 and/or EPS 1995 is applicable)

1	Name of the Member	Komal Devanna Gowda						
2	Fathers' Name <input checked="" type="checkbox"/> Spouse's Name <input type="checkbox"/>	Devanna Gowda						
3	Date of Birth (DD/MM/YYYY)	30/10/2000						
4	Gender: (Male/Female/Transgender)	Female						
5	Marital Status(Married/Unmarried/Widow/Widower/Divorcee)	Unmarried						
6	(a) Email Id: (b) Mobile No.:	komalgowda810@gmail.com 8108080487						
7	Present employment details: Date of joining in the current establishment (DD/MM/YYYY)	04/02/2022						
8	KYC Details (attach self attested copies of following KYCs) a) Bank Account No.: b) IFS Code of the branch: c) AADHAAR Number: d) Permanent Account No. (PAN), if available	357773603159 DCFPG0420J						
9	Whether earlier a member of Employees' Provident Fund Scheme, 1952 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
10	Whether earlier a member of Employees' Pension Scheme, 1995 ?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
Previous employment details [if Yes to 9 &/or 10 above] - Un-exempted								
11	Establishment Name & Address	Universal Account Number	PF Account Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	PPO Number (if issued)	Non Contributory Period (NCP) Days
Previous employment details [if Yes to 9 &/or 10 above] - For Exempted Trusts								
12	Establishment Name & Address	Universal Account Number	Member EPS A/C Number	Date of joining (DD/MM/YYYY)	Date of exit (DD/MM/YYYY)	Scheme Certificate No. (if issued)	Non Contributory Period (NCP) Days	
13	a) International Worker:	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>				
	b) If yes, state country of origin (India/Name of other country)							
	c) Passport No.							
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	From <input type="text"/>		To <input type="text"/>				

eSigned using Aadhaar
(Legality.com - ZCIE061)
Komal Devanna GowdaDate: Wed Feb 09 11:14:25 IST
2022

UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhaar for verification/authentication/eKYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account as I am an Aadhaar verified employee in my previous PF Account *
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

eSigned using Aadhaar
(Leegality.com - ZciEoB1)
Komal Devanna Gowda

Date: Wed Feb 09 11:14:25 IST
2022

Signature of the Member

Date: 09-Feb-2022

Place: Thane

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. _____ has joined on _____
and has been allotted PF Number _____ and UAN _____

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

The KYC details of the above member in the UAN database

- Have not been uploaded
- Have been uploaded but not approved
- Have been uploaded and approved with DSC.e-sign

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:

• **Please Tick the Appropriate Option:**

- The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
- The previous Account of the member is not Aadhaar verified and hence physical transfer form shall be initiated.



Signature of Employer with Seal of Establishment

Date:

* Auto transfer of previous PF account would be possible in respect of Aadhaar verified employees only. Other employees to fill physical claim (Form-13) for transfer of account from previous establishment.

**घोषणा पत्र DECLARATION FORM**

Offer Ref # 146991

फार्म-1/Form-1

घोषणा पत्र कर्मचारी द्वारा भरा जाएगा। फार्म के साथ पोस्टकार्ड आकार के दो फोटोग्राफ भी लगाए जाने चाहिए। फार्म भरने से पहले पीठ पृष्ठ पर दी गई हिदायतों को भली-भांति पढ़ लेना चाहिए। यह फार्म नि:शुल्क है।

To be filled by employee after reading instruction overleaf. Two Postcard Size photographs to be attached with the form. This form is free of cost.

(क) बीमाकृत व्यक्ति के विवरण
(A) INSURED PERSON'S PARTICULARS

(ख) नियोजक के विवरण
(B) EMPLOYER'S PARTICULARS

1. बीमा संख्या/Insurance No.					
2. नाम (स्पष्ट अक्षरों में) Name in block letters		Komal Devanna Gowda			
3. पिता/पति का नाम Father's/Husband's Name		Devanna Gowda			
4. जन्म की तिथि Date of Birth	दिन Day	महीना Month	वर्ष Year	5. वैवाहिक प्रास्थिति Marital Status	विवाहित/अविवाहित विवा M/U/W
	30	10	00	6.लिंग/Sex	पु.म./M.F
7. वर्तमान पता/Present Address B 2 Anant Vihar Kalyan Shil Rd Sonarpada Kalyan-Dombivli, Maharashtra पिन कोड Pin Code			8. स्थायी पता/Permanent Address B 2 Anant Vihar Kalyan Shil Rd Sonarpada Kalyan-Dombivli, Maharashtra पिन कोड Pin Code		
टेलीफोन नम्बर/ई-मेल पता/komalgowda810@gmail.com			टेलीफोन नम्बर/ई-मेल पता/ 8108080487		
शाखा कार्यालय Branch Office			औषधालय Dispensary		

9. नियोजक की कूट संख्या Employer's Code No.			
10. नियुक्ति की तारीख Date of Appointment	दिन Day	महीना Month	वर्ष Year
	04	02	2022
11. नियोजक का नाम और पता/Name & Address of the Employer			
12. यदि पहले नियोजन में रहे हैं तो कृपया निम्नलिखित ब्योरे दीजिए In case of any previous employment please fill up the details as under.			
(क) पिछली बीमा संख्या (a) Previous Ins. No.			
(ख) नियोजक कूट संख्या (b) Employer's Code No.			
(ग) नियोजक का नाम व पता (c) Name & Address of the Employer			
टेलीफोन नम्बर/ई-मेल पता/e-mail address			

(क) मृत्यु की स्थिति में नकद हितलाभ के भुगतान के लिए क.रा.बी. अधिनियम, 1948 की धारा 71/क.रा.बी. (केन्द्रीय) नियम, 1950 के नियम 56(2) के अंतर्गत नामित के ब्योरे।
(c) Details of Nominee u/s 71 of ESI Act 1948/Rule-56(2) of ESI (Central) Rules, 1950 for payment of cash benefit in the event of death.

नाम/Name	नातेदारी/Relationship	पता/Address
Veena Devanna Gowda	Mother	B 2 Anant Vihar Kalyan ,Shil Rd Sonarpada ,Kalyan-Dombivli,421204

मैं एतद्वारा घोषणा करता/करती हूँ कि मेरे द्वारा प्रस्तुत किए गए विवरण मेरी जानकारी और विश्वास के अनुसार सही है। मैं अपने परिवार के सदस्यों में हुए परिवर्तन की सूचना 15 दिन के भीतर प्रस्तुत करने का वचन भी देता हूँ/देती हूँ।

I hereby declare that the particulars given by me are correct to the best of my knowledge and belief. I undertake to intimate the corporation any changes in the membership of my family within 15 days of such change.

नियोजक के प्रतिहस्ताक्षर
Counter signature by the employer

eSigned using Aadhaar
(Legality.com - ZciEoB1)
Komal Devanna Gowda

बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठा निशान
Signature /T.I.of I.P.

Date: Wed Feb 09 11:14:25 IST
2022

सील सहित हस्ताक्षर
Signature with seal



(घ) बीमाकृत व्यक्ति के परिजनों का विवरण
(D) Family Particulars of Insured person

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं तो आवास का स्थान दर्शाएं If 'No' state Place of Residence	
				हाँ/Yes	नहीं/No	कस्बा/Town	राज्य/State
1	Devanna Gowda	24-06-1967	Father	Yes			
2	Veena Devanna Gowda	02-06-1976	Mother	Yes			

क.रा.बी. निगम अस्थायी पहचान पत्र
ESI Corporation Temporary Identity Card

(नियुक्ति की तारीख से 3 महीने तक वैध)
(Valid for 3 month from the date of appointment)

नाम/Name	Komal Devanna Gowda
बीमा संख्या/Ins. No.	नियुक्ति की तारीख/Date of appointment 04-02-2022
शाखा कार्यालय Branch Office	औषधालय Dispensary
नियोजक की कूट संख्या व पता Employer's Code No. & Address	

फोटो के लिए स्थान (Space for photograph)

वैधता
Validity
तारीख
Dated

eSigned using Aadhaar
(Legality.com - ZciEoB1)
Komal Devanna Gowda
Date: Wed Feb 09 11:14:25 IST
बीमाकृत व्यक्ति के हस्ताक्षर/अंगूठे का निशान
Signature/T.I. of I.P.

सील सहित शाखा प्रबंधक के हस्ताक्षर
Signature of B.M. with seal

अनुदेश
INSTRUCTIONS

Offer Ref # 146991

- फार्म-1 का प्रेषण क.रा.बी. (साधारण) विनियम, 1950 के विनियम 11 व 12 के अंतर्गत विनियमित किया जाता है।
Submission of Form-I is governed by regulation 11 & 12 of ESI (General) Regulations, 1950
- “कुटुम्ब” से किसी बीमाकृत व्यक्ति के निम्नलिखित सभी अथवा कोई नातेदार अभिप्रेत है:-
अर्थात्:- (1) विवाहिता (2) बीमाकृत व्यक्ति पर आश्रित कोई धर्मज या दत्तक अवयस्क आश्रित बालक, (3) कोई बालक जो बीमाकृत व्यक्ति के उपार्जन पर पूर्णतः आश्रित है तथा जो (क) शिक्षा प्राप्त कर रहा है, उनके 21 वर्ष की आयु प्राप्त कर लेने तक (ख) कोई अविवाहित पुत्री, (4) कोई बालक जो किसी शारीरिक अथवा मानसिक अपसामान्यता या चोट के कारण शिथिलांग है तथा शिथिलांगता रहने तक बीमाकृत व्यक्ति के उपार्जनों पर पूर्णतः आश्रित है, (5) आश्रित माता-पिता, (ब्योरे हेतु क.रा.बी. अधिनियम, 1948 की धारा 2 के खंड 11 को देखें)।
“Family” means all or any of the following relatives of an Insured Person namely:-
(i) a spouse (ii) a minor legitimate or adopted child dependant upon the I.P.; (iii) a child who is wholly dependant on the earnings of the I.P. and who is (a) receiving education, till he or she attains the age of 21 years (b) an unmarried daughter; (iv) a child who is infirm by reason of any physical or mental abnormality or injury and is wholly dependant on the earnings of the I.P. so long as the infirmity continues; (v) dependant parents (Please see Section 2 clause 11 of the ESI Act 1948 for details.
- पहचान-पत्र अहस्तान्तरणीय है।
Identity Card is Non-Transferable.
- पहचान-पत्र के गुम होने की स्थिति में नियोजक/शाखा प्रबंधक को तत्काल सूचित किया जाए।
Loss of Identity Card be reported to Employer/Branch Manager immediately.
- किसी प्रकार की गलत सूचना देने की स्थिति में क.रा.बी. अधिनियम, 1948 की धारा-84 के तहत कानूनी कार्यवाही की जा सकती है।
Submission of false information attracts penal action Under Section 84 of ESI Act. 1948.
- नई नियुक्ति की स्थिति में भली-भांति भरा हुआ यह फार्म नियुक्ति के दस दिन के भीतर संबंधित शाखा कार्यालय में अवश्य ही प्रस्तुत किया जाना चाहिए। विलम्ब की स्थिति में नियोजक के विरुद्ध धारा-85 के तहत कानूनी कार्यवाही की जा सकती है।
This form duly filled in must reach the concerned Branch Office within 10 days of appointment of an Employee. Delay attracts penal action under Section 85 of the Act, against employer.
- बीमाकृत व्यक्ति होने के नाते आप व आपके परिवार के आश्रितजन चिकित्सा हितलाभ प्राप्त कर सकेंगे। अन्य नकद हितलाभ हैं, (1) बीमारी हितलाभ (2) अस्थायी अपंगता हितलाभ (3) स्थायी अपंगता हितलाभ (4) आश्रितजन हितलाभ (5) प्रसूति हितलाभ (महिला कर्मचारी के लिए)।
As an insured person you and your dependant family membes are entitled to full medical care. The other benefits in cash include (1) Sickness Benefit (2) Temporary Disablement benefit (3) Permanent disablement Benefit (4) Dependants benefit and (5) Maternity Benefit (in case of woman employees) subject of fulfillment of contributory cnditions.
- अधिक जानकारी के लिये कृपया निगम के वेबसाइट को देखें या शाखा कार्यालय या क्षेत्रीय कार्यालय से संपर्क करें।
For more details please contact website of ESIC at www. esic.org. in. or contact Regional Office or Branch Office.

केवल शाखा कार्यालय में प्रयोग हेतु	
For Branch Office Use only	
1.	बीमा संख्या आवंटन की तारीख : Date of allotment of Ins. No. : _____
2.	अस्थायी पहचान पत्र जारी करने की तारीख : Date of Issue of T.I.C. : _____
3.	औषधालय का नाम/संख्या : Name /No. of Dispensary : _____
4.	क्या अन्योन्य चिकित्सा व्यवस्था उपलब्ध है? यदि हां, तो उल्लेख करें : Whether reciprocal Medical arrangements involved. if yes, please indicate :
शाखा प्रबन्धक के हस्ताक्षर Signature of Branch Manager	

क्र.सं. Sl. No.	नाम Name	फार्म भरने की तारीख को आयु/जन्म-तारीख Date of Birth/Age as on date of filling form	कर्मचारी के साथ नातेदारी Relationship with the Employee	क्या उनके साथ रह रहे हैं? बताएं Whether residing with him/her.		यदि नहीं, तो आवास का स्थान दर्शाएं If No, state Place of Residence	
				हाँ/Yes	नहीं/No	कस्वा/Town	राज्य/State
1	Devanna Gowda	24-06-1967	Father	Yes			
2	Veena Devanna Gowda	02-06-1976	Mother	Yes			

eSigned using Aadhaar
(Legalilty.com - ZciEnR1)
Kornal Devanna Gowda
Date: Wed Feb 09 11:14:25 IST
2022



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084097

Applicant ID - 4392984

14-Jul-2021

Nisha Chaudhary

Dear Nisha,

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084097

Applicant ID - 4392984

14-Jul-2021

Nisha Chaudhary

Dear Nisha,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 22-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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.



: 2 :

Reference No. - 1384084097
Nisha Chaudhary

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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

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

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

Reference No. - 1384084097

Nisha Chaudhary

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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.



: 4:

Reference No. - 1384084097

Nisha Chaudhary

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI
RAO
Date: 2021.07.14 18:14:51 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084195
Applicant ID - 4392797

09-Jun-2021

Kavita shiwailal patel

Dear Kavita shiwailal patel,

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) 263 1414
Fax: (91-22) 263 1122
Website www.icicibank.com
CIN: L65190G904PLC0210



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084195

Applicant ID - 4392797

09-Jun-2021

Kavita shiwailal patel

Dear Kavita shiwailal patel,

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084195

Applicant ID - 4392797

09-Jun-2021

Kavita shiwailal patel

Dear Kavita shiwailal patel,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 17-Jun-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
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Mumbai 400 051, India.

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CIN.: L65190GJ1994PLC021012

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



: 2 :

Reference No. - 1384084195

Kavita shiwailal patel

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Vadodara 390 007, India.



: 3 :

Reference No. - 1384084195

Kavita shiwailal patel

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
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 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Near Chakli Circle,
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Vadodara 390 007, India.



: 4:

Reference No. - 1384084195

Kavita shiwailal patel

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI
RAO
Date: 2021.06.09 19:43:55 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084077
Applicant ID - 4392803

30-Jun-2021

Karpagavalli Pariyar

Dear Karpagavalli Pariyar,

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084077

Applicant ID - 4392803

30-Jun-2021

Karpagavalli Pariyar

Dear Karpagavalli Pariyar,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 19-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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

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

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

Reference No. - 1384084077

Karpagavalli Pariyar

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Near Chakli Circle,
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Reference No. - 1384084077

Karpagavalli Pariyar

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 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
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 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384084077

Karpagavalli Pariyar

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI

RAO

Date: 2021.06.30 13:37:50 +05:30

Reason: Offer Letter

Location: Mumbai

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



Signature of Applicant

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084083
Applicant ID - 4392862

14-Jul-2021

Aathira Ramesh

Dear Aathira,

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084083

Applicant ID - 4392862

14-Jul-2021

Aathira Ramesh

Dear Aathira,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 22-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1384084083

Aathira Ramesh

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
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Reference No. - 1384084083

Aathira Ramesh

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- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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.



: 4:

Reference No. - 1384084083

Aathira Ramesh

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI
RAO
Date: 2021.07.14 10:58:15 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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CIN.: L65190GJ1994PLC021012

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

Reference No. - 1384084083

Aathira Ramesh

Annexure:**Remuneration:**

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy Six Thousand Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,900/- (Rupees Eighty Seven Thousand Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty Eight Thousand One Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred Thirty only) per annum.

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



:6:

Reference No. - 1384084083

Aathira Ramesh

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by MEGHANA
GOLLAMUDI RAO
Date: 2021.07.14 10:58:17 +05:30
Reason: Offer Letter
Location: Mumbai

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

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

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



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited
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Old Padra Road,
Vadodara 390 007, India.

**Remuneration Details**

Name : Aathira Ramesh

Position: S1

Group: OPERATIONS GROUP

	S1	
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance *	7,325	87,900
Superannuation Allowance **	953	11,430
Total	17,803	2,13,630
Retirals		
Retirals (PF, Gratuity) ***	2,170	26,040
Total CTC	19,973	2,39,670
Performance Linked Retention Pay #	1,500	18,000
Total (incl PLRP)	21,473	2,57,670

* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

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

Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 14-Jul-2021

Digitally signed by MEGHANA GOLLAMUDI RAO

Date: 2021.07.14 10:58:19 +05:30

Reason: Offer Letter

Location: Mumbai

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

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CIN.: L65190GJ1994PLC021012

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384142120

Applicant ID - 4467758

08-Oct-2021

Anuja Bandodkar

Dear Anuja,

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 : icicareers@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,
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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384142120
Applicant ID - 4467758

08-Oct-2021

Anuja Bandodkar

Dear Anuja,

We are pleased to make you an offer of appointment as Officer in ICICI Bank. You will be placed in Branch Banking Dept at KALHER_BR.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 20-Oct-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
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Old Padra Road,
Vadodara 390 007, India.



: 2 :

Reference No. - 1384142120
Anuja Bhandodkar

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.


Anuja

ICICI Bank Limited
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: 3 :

Reference No. - 1384142120

Anuja Bandodkar

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

ICICI Bank Limited
CICI Bank Towers
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Tel.: (91-22) 2653 1414
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Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

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

Anuja



: 4 :

Reference No. - 1384142120

Anuja Bhandodkar

• **General:**

- Your appointment and continuation in employment are subject to you being found medically fit by a Bank appointed doctor, reference checks, qualifications and past employment details and successful completion of your course- graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Amit Prakash
Digitally signed by AMIT PRAKASH
Date: 2021.10.08 09:05:36 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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.



: 5 :

Reference No. - 1384142120
Anuja Bandodkar

Annexure:

Remuneration:

- Your Base Salary will be Rs. 72,000.00/- (Rupees Seventy Two Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 65,400.00/- (Rupees Sixty Five Thousand Four Hundred only) per annum. Supplementary allowance will include -Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 36,000.00/- (Rupees Thirty Six Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 10,800.00/- (Rupees Ten Thousand Eight Hundred only) per annum

Anuja

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

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



: 6 :

Reference No. - 1384142120
Anuja Bhandodkar

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs 400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT PRAKASH
Date: 2021.10.08 09:05:36 +05:30
Reason: Offer Letter
Location: Mumbai


Signature of Applicant

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

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Website www.icicibank.com
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Regd. Office : ICICI Bank Tower,
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Vadodara 390 007, India.



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photo copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

You are required to carry all original documents for verification on the day of joining.

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited
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Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
Old Patra Road,
Vadodra 390 007, India



Remuneration Details

Name : Anuja Bhandodkar

Position: Officer

Group: RETAIL BANKING GROUP

	Officer	
	Monthly	Annual
Basic	6,000.00	72,000.00
HRA	3,000.00	36,000.00
Supplementary Allowance*	5,450.00	65,400.00
Superannuation Allowance **	900.00	10,800.00
Total	15,350.00	1,84,200.00
Retirals		
Retirals (PF, Gratuity) ***	1,874.00	22,488.00
Fixed CTC	17,224.00	2,06,688.00
Performance Linked Retention Pay#	1,500.00	18,000.00
Total CTC	18,724.00	2,24,688.00

*Supplementary allowance will include Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance.

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

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 08-Oct-2021

Digitally signed by AMIT PRAKASH
Date: 2021.10.08 09:05:36 +05:30
Reason: Offer Letter
Location: Mumbai

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

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CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
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MoriApps Marine Solutions

Date: July 28, 2021

To,

Jesinth Selvarajamani Nadar
A/604, Shreekrushna Park, Shill Road, Diva East- 400612

SUBJECT: OFFER LETTER FOR THE POST OF ERP Support Engineer

Dear **Jesinth Selvarajamani Nadar**

With reference to our interview, we are pleased to offer you the post of **ERP Support Engineer**. 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: 

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

Jesinth Selvarajamani Nadar

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.



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.

eClerx

Apprenticeship Offer cum Appointment Letter

Date: December 15, 2021

Ms. CHAITALI CHANDRASHEKAR SHETTIGAR

A/401 Yashwant Residency ,Bhopar Road, Ganesh Nagar, Siddhivinayak hall,Deslepada.
Dombivali East., Dombivali
Maharashtra, 421201

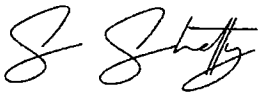
Dear Chaitali,

Congratulations!!!

We are extremely pleased to extend a warm welcome to you from the eClerx family, under the Apprenticeship program . Your designation under the DO would be an **Analyst** We wish you a successful and professionally enriching experience with us.

Please find attached the additional terms and conditions under the Program which is to be treated as an integral part of your Apprenticeship contract (hereinafter referred to as "**Contract**"). Please return a duly signed duplicate copy of this letter for our records. Your HR Business Partner will soon reach out to you for an introduction. Should you have any queries or concerns, they will be glad to assist you. Once again, we welcome you to eClerx. We look forward to a long, fruitful, happy, and exciting association with you.

Regards



Offered By: Sagar Shetty

Designation: Associate Program Manager- Human Resources

Date: December 15, 2021

Dear Chaitali,

Further to your Contract dated **December 15, 2021** we are pleased to appoint you as **Analyst** under the Apprenticeship program. Your training with us will commence on "**December 16, 2021**" and will continue until "**June 15, 2022**".

Apart from the other policies binding upon you during your tenure with the company, the general terms and conditions under the Program are as follows:

1. Work Location

1.1. Your initial work location will be **Mumbai**. Though you have been engaged for a specific position and location, the Company reserves the right to transfer you, with reasonable notice, to any other location, department, establishment, or branch of the Company / group / affiliates as the Company may deem fit including new locations to be set up in future. You shall be bound by the policies, rules and regulations of the office at the location you are posted in at any given point in time.

1.2. In the event of your voluntary resignation / termination of the Program with the Company from your date of relocation / transfer within a stipulated time period as mandated by the relevant transfer policy, if applicable; you shall be liable to pay to the Company, all the expense incurred towards movement of your household goods, relocation allowance, accommodation cost and all other expenses related to your relocation/transfer including cost incurred by Company on account of your training.

2. Background Verification

2.1. Your appointment as an Analyst under the DO is contingent upon successful verification of all documents and information provided by you as a part of your joining process.

2.2. The Company reserves the right to end this employment agreement with you with immediate effect and without any liability, should the results of your background investigation be negative. The HR team will contact you as soon as there is any insufficiency / discrepancy identified in your background check process.

2.3. You may be required to undergo tests for substance abuse as and when deemed necessary by the organisation. If the reports of such testing are found to be positive, the organisation withholds the right to initiate suitable action against you, including immediate termination of services.

2.4 Clauses:

3. Remuneration, Benefits & Privileges.

Please refer to Annexure I for details on your remuneration and benefits applicable during your training period.

4. Training

4.1 The tenure period, as stated in this Contract, constitutes your training period, the successful completion of which would determine the completion of your duration under this Program.

4.2 Notwithstanding the above mentioned clause, the Company reserves the right to put you under a training program with a different training period, as per the requirement of the specific business, the successful completion of which would determine the completion of your duration under the Program.

4.3 There will be multiple assessments conducted at periodic intervals during your training period. In the event of you being unsuccessful on assessment parameters as defined by the Company during or after the training period, the Company reserves the right to terminate your Contract under the Program with immediate effect, with a 15 days' notice period. Without prejudice to clause no. 4.1 and 4.2 as mentioned above, the Company may, during the period of training, terminate the Contract without any notice or payment in lieu of notice should you be found guilty of violation of any of the Company's policies or breach of Code of Conduct, which may not be conducive to the Company or its reputation.

4.4 After the completion of the aforementioned training period, the Company, at its sole discretion and depending on business requirements, may absorb you on its regular roll, depending upon your assessment parameters and on-the-job performance. The compensation structure that will be applicable in the event you are absorbed on the regular rolls of the Company will be as per Annexure 2.

5. Domain-based Specialized Training

5.1 You may be required to undergo designated specialized trainings, as required under the Program. Such trainings are aimed to present an opportunity to expand your knowledge base, enhance your domain and product expertise, and equip you for effective execution of all your job responsibilities. Some of the specialized trainings will require a commitment of significant investment by eClerx as well as you.

5.2 Further to the above clause, you may be required to enter into a service agreement with the Company on successful completion of your training period and being absorbed as a permanent employee. The details of such Agreement, as applicable, would be conveyed to you.

6. Leaves

6.1 During your tenure and training period under the Program, you would be eligible for 2 (two) leaves per month. All leaves applied for, will need to be approved by the reporting manager well in advance. Any unapproved leave will be treated as loss of pay and repetition of such instances will attract action in line with the leave policy. The leave process shall be guided under the Leave policy of the Company.

6.2 You are required to acquaint yourself with all the rules and regulations pertaining to leave and attendance upon joining the Company, in order to avoid such instances.

7. Separation

7.1. The Contract can be terminated by the Company, by giving you a notice of 15 days or payment in lieu of notice period. Payment in lieu of shortfall of notice period will be equivalent to monthly total fixed stipend earned for an equivalent period of time.

In case you decide to terminate your Contract with the Company, you may do so by serving Company with **30 days** written notice of termination, provided you terminate your Contract with the Company within five months of your joining the Company. However, if you decide terminate your Contract in the last month of your apprenticeship tenure, then in that case, irrespective of date of your termination notice, your Apprenticeship term with the Company shall expire on the last working day as determined from your above mentioned date of joining the Company and not by date of your termination notice. The company may waive off the notice period requirement, at its own prerogative and require you to compensate for the shortfall of notice period.

7.2. Without prejudice to any clause in this Contract, the Company also reserves the right to terminate your Contract under the Program for reasons mentioned below, with immediate effect, without any payment in lieu of notice period, whereupon your training period would cease immediately and you shall have no claim, whatsoever, against the Company for damages or otherwise by reason of such determination.

For the purposes of this Clause 7.2, 'Reason' shall mean as under:

- a. Negligence or misconduct by you in complying with your duties, responsibilities, obligations and / or covenants or undertakings, which are either incapable of remedy or otherwise not remedied by you within 30 (thirty) days of a written notice being served on you by the Company stating the breach; or
- b. You becoming unable, for any reason whatsoever including the imposition of any court order, to efficiently perform your duties hereunder for 60 (sixty) working days in aggregate in any period of 12 (twelve) consecutive months; or
- c. You becoming of unsound mind; or
- d. You are convicted of a criminal offence;
- e. You becoming bankrupt or compound with all your creditors or enter into any deed of arrangement with all your creditors; or
- f. You committing breach of any of your duties or obligations under the Contract; or, You refusing or neglecting to comply with any lawful and reasonable orders or directions given to you by the Company; or
- g. You are guilty of any misconduct whether or not in the performance of your duties or commit any act which in the opinion of the Company is likely to bring the Company or any of its officers or other employees into disrepute whether or not such act is directly related to the affairs of the Company; or
- h. You becoming prohibited by law or any order from any regulatory body or government authority from being an employee of the Company; or
- i. You are unable to achieve and maintain a satisfactory level of performance and produce the desired results in your performance which are the requirements for meeting your job responsibilities; or
- j. Causing damage to company's property; or
- k. Going on or abetting a strike in contravention of any law for the time being in force; or
- l. Committing theft, fraud, or dishonesty; or

- m. You being found guilty of any unlawful activity, including but not limited to threatening employees, security breaches, harassment, including sexual harassment, etc.
- n. For violating the Company's Code of Conduct and ethics, which goes against the ethos of the Company.

The list above is illustrative and by no means exhaustive. The company further reserves the right to add/amend this list without prior notice, within reasonable limits.

7.3. In the event of continued absence of 3 (three) consecutive working days from work without prior sanction of leave or on remaining absent beyond the period of leave originally granted or subsequently extended, you shall lose lien on your appointment and your name will be struck off from the roll of the Company, treating you to have abandoned your employment as you do not have interest in the Program offered by the Company.

7.4 On termination of your Contract, all work carried out by you – both in physical and digital form – during your employment, shall be immediately returned forthwith to the Company, without exception and with no copy (either part or whole thereof) retained by you in any form.

7.5 When your training under the Contract / Program with the Company ends, for whatever reason, you will promptly deliver to the Company all originals and copies of all documents, records, software programs, media, and other materials containing any confidential information. You will also return to the Company all equipment, files, software programs, and other personal property belonging to the Company and complete the due handover process during the notice period that you are required to serve by the Company. In the event of your failure to do so, you shall be liable to face legal proceedings and compensate the Company for any material loss of business, as determined by the Company at its sole discretion. The Company may withhold your exit clearance and / or full-and-final settlement on account of your breach of the Company's rules and regulations and until it is able to recover the losses incurred by it.

8. Working Hours

The training hours applicable to you will be the same as are observed, depending upon your process and program. The initial shift, location, or program allotted to you may change at any time during the period of Apprenticeship, as decided by the Company's management.

9. Conflict of Interest

9.1. During your service with the company you are expected to devote your whole time and attention to the company's affairs and refrain from directly or indirectly engaging in any other business. You will not take up any other work for remuneration (part time or otherwise) or work in advisory capacity or be interested directly or indirectly in any trade or business, during your employment with the Company. This restriction applies whether or not the other activity is of a similar nature to or competes in any material respect with any of the businesses of the Company.

9.2. You will not seek membership of any local, public or political bodies or undertake any other business, assume any public office, honorary or remunerative, without the specific written permission of the HR Head. In the event of your becoming member of any local or public or

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political bodies or undertaking any business, assuming any public office without following due process as prescribed by the Company, you shall be deemed to have contravened the terms and conditions of employment and the Company reserves the right to take appropriate action as it deems fit including forthwith terminating your contract with the Company.

9.3. In case you join or are transferred to the Financial Markets vertical, you may be required to disclose the details of Demat / Trading account(s) held by you and your family members to meet the compliance requirements of the client.

10. Non – Disclosure

10.1. You hereby agree to sign and enter into a Non-Disclosure / Confidentiality Agreement on your date of joining or at any time thereafter in the format prescribed by the Company. You further agree that you shall keep the Company's Confidential Information (as defined in the Non-Disclosure / Confidentiality Agreement), whether or not prepared or developed by you, in the strictest confidence.

10.2. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and the Company will automatically be indemnified against any breach thereof.

11. Non-Solicitation of Employees and Clients and Non-Compete

11.1. During your tenure with the Company, thereafter immediately following the termination of your contract / end of the Program with the Company for any reason, you shall not:

a. Undertake and ensure that directly or indirectly solicit, induce, recruit or encourage any of the Company's employees to leave their employment with the Company.

b. Take away any clients or customers of the Company or attempt to solicit, induce, recruit, encourage or take away clients or customers of the Company.

c. Join the services or be associated with any former employee of the Company who is undertaking any activity competing with the business of the Company.

12. Jurisdiction

In case of any dispute or difference arising out of or under this contract, resulting into any proceeding before any Authority, Courts etc. in respect of this contract, the same will be subject to the jurisdiction of Mumbai.

13. Applicable Company rules and regulations

You will be governed by the Company's rules and regulations and practices as enforced from time to time on matters whether specified herein or not, including on matters such as designation, emoluments and the structure thereof, working hours, etc. Company's decisions on all such matters shall be final and binding on you

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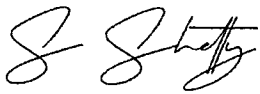
14. Change in Terms and Conditions of your employment

The Company reserves the right to change the terms and conditions of this letter, which would be intimated to you either through changes in the Company's policies or through an amendment to your Contract, or through other means of communication, which would purport to amend the said terms of your Contract.

Your Apprentice appointment is contingent upon successful completion of background check; documents submitted by you will be sent for necessary verification and authentication to the background verification agency.

If the terms and conditions offered herein are acceptable to you, please return the acceptance copy to the undersigned, duly affixing your full signature on the last page and initials on the remaining pages.

Regards



Offered By: Sagar Shetty

Designation: Associate Program Manager- Human Resources

ANNEXURE I

Stipend and Benefits Applicable During the Contract Period

1. Stipend

Your stipend will be Rs. 16,912 per month for the duration of your training. This stipend is comprehensive and all-inclusive, and hence it shall be deemed to include all the liabilities of the Company.

The Company will deduct taxes or statutory payments from the stipend, as prescribed by the law of this country from time to time.

2. Benefits

2.1 Group Medical Insurance

a. You are eligible for a floater medical insurance cover of INR 100,000.

b. You may also opt for an additional cover for your family, including your spouse, children, and parents / parents-in-law, post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary.

c. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

2.2 Group Personal Accident Insurance

a. You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.

b. The policy covers disablement (temporary and permanent both) and death caused due to accidents.

2.3 Transport

The Company offers subsidized transport to all its employees, basis the local transport policy. Should you wish to avail it, an amount of **INR 700** will be deductible from your fixed stipend every month.

ANNEXURE II

Salary Structure Applicable on Absorption to the Company's Rolls on Successful Completion of the Training Period

Name: CHAITALI CHANDRASHEKAR SHETTIGAR

Designation: Analyst

Date of Joining: December 16, 2021

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

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

4. The Company is also pleased to extend the following benefits to you:

4.1 Group Medical Insurance

- You are eligible for floater medical insurance cover of INR 100,000 which covers yourself
- You may also opt for additional cover for your family including your spouse, children and parents / parents-in-law post your joining the Company. The premium against the additional cover will be communicated to you and will be deducted from your salary

4.2 Group Personal Accident Insurance

- You are covered for an amount of INR 300,000 under the Group Personal Accident Insurance Policy.
- The policy covers disablement (temporary and permanent both) and death caused due to

accidents

4.3 Night Shift Allowance

- a. In case you are required to work in the night shift on account of process or client requirements, you will be eligible to receive Night Shift Allowance
- b. The amount paid to you will depend on your designation, number of nights shifts worked and all other rules as may be specified by the company policies.

4.4 Language Allowance

- a. In case you're hired for a role that requires proficiency on a foreign language, you shall be eligible to be paid a Language Allowance along with your monthly salary
- b. The same will be withdrawn if your role changes for any reason whatsoever, and the new role does not require you to use your language proficiency

4.5 Transport

- a. The Company offers subsidized transport to its employees, basis the local transport
- b. Should you wish to avail, an amount of INR **700** will be deductible from your fixed stipend every.

Other Notes:

1. Taxation

- a. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere, which may result from your stipend.
- b. The Company shall be entitled to deduct from your stipend, income tax, other taxes and levies which it is liable to deduct at source.

2. Gratuity

On being absorbed as an employee on the rolls of the Company after the successful completion of your Program, your tenure as Apprentice would be counted towards gratuity entitlement, for the purposes of the Payment of Gratuity Act, 1972 and the amendments made thereafter. Gratuity is payable for the duration you were under the training period at eClerx.

3. Performance Bonus

- a. The performance bonus mentioned in the aforementioned table includes complete liability of the Company on bonus payments to you, including those required by statute.
- b. Bonus pay-out is contingent on your performance, and will be prorated basis the date of joining or changes in salary as per the Company's policy.

Regards

eClerx

S Shetty

Offered By: Sagar Shetty

Designation: Associate Program Manager – Human Resources

Accepted by: Chaitali Shettigar.

(Name and Signature)

Date: 9/20/2022



PRIVATE AND CONFIDENTIAL

Reference No. - 1384100023
Applicant ID - 4587977

23-Jul-2021

Divya Bohat

Dear Divya,

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.: L65190GJ1994PLC0210/2

Regd. Office : ICICI Bank
Near Chakli Circle,
Padra Road,
Vadodra 390 007.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384100023

Applicant ID - 4587977

23-Jul-2021

Divya Bohat

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ICICI Bank HR Team

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Bandra-Kurla Complex
Mumbai 400 051, India.

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

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

Reference No. - 1384100023

Divya Bohat

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

ICICI Bank Limited
ICICI Bank Towers
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Mumbai 400 051, India.

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

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



: 3 :

Reference No. - 1384100023

Divya Bohat

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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: 4:

Reference No. - 1384100023

Divya Bohat

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI
RAO
Date: 2021.07.23 10:18:14 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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Fax: (91-22) 2653 1122
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Regd. Office : ICICI Bank Tower
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Vadodara 390 007, India.

Reference No. - 1384100023

Divya Bohat

Annexure:**Remuneration:**

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy Six Thousand Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,900/- (Rupees Eighty Seven Thousand Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty Eight Thousand One Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred Thirty only) per annum.

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Reference No. - 1384100023

Divya Bohat

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

Digitally signed by MEGHANA
GOLLAMUDI RAO
Date: 2021.07.23 10:18:15 +05:30
Reason: Offer Letter
Location: Mumbai

ICICI Bank Limited
ICICI Bank Towers
Bandra-Kurla Complex
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JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384100023

Applicant ID - 4587977

23-Jul-2021

Divya Bohat

Dear Divya,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 28-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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

Remuneration Details

Name : Divya Bohat

 Position: **S1**

Group: OPERATIONS GROUP

	S1	
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance *	7,325	87,900
Superannuation Allowance **	953	11,430
Total	17,803	2,13,630
Retirals		
Retirals (PF, Gratuity) ***	2,170	26,040
Total CTC	19,973	2,39,670
Performance Linked Retention Pay #	1,500	18,000
Total (incl PLRP)	21,473	2,57,670

* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

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

Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 23-Jul-2021

Digitally signed by MEGHANA GOLLAMUDI RAO

Date: 2021.07.23 10:18:15 +05:30

Reason: Offer Letter

Location: Mumbai


ICICI Bank Limited

ICICI Bank Towers

Bandra-Kurla Complex

Mumbai 400 051, India.

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

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Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384099805
Applicant ID - 4612379

06-Jul-2021

Mihir Mahendra Dhamankar

Dear Mihir,

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

Mihir

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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CIN.: L65190GJ1994PLC021012

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084093

Applicant ID - 4392748

14-Jul-2021

Laxmi chavan

Dear Laxmi chavan,

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 : icicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited
ICICI Bank Towers
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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084093

Applicant ID - 4392748

14-Jul-2021

Laxmi chavan

Dear Laxmi chavan,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 22-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1384084093

Laxmi chavan

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1384084093

Laxmi chavan

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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Reference No. - 1384084093

Laxmi chavan

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

Digitally signed by MEGHANA GOLLAMUDI
RAO
Date: 2021.07.14 10:35:22 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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

Reference No. - 1384084093

Laxmi chavan

Annexure:

Remuneration:

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy Six Thousand Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,900/- (Rupees Eighty Seven Thousand Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty Eight Thousand One Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred Thirty only) per annum.

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

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

Reference No. - 1384084093

Laxmi chavan

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by MEGHANA
GOLLAMUDI RAO
Date: 2021.07.14 10:35:23 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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CIN.: L65190GJ1994PLC021012

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

Remuneration Details

Name : Laxmi chavan

Position: S1

Group: OPERATIONS GROUP

	S1	
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance *	7,325	87,900
Superannuation Allowance **	953	11,430
Total	17,803	2,13,630
Retirals		
Retirals (PF, Gratuity) ***	2,170	26,040
Total CTC	19,973	2,39,670
Performance Linked Retention Pay #	1,500	18,000
Total (incl PLRP)	21,473	2,57,670

* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

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

Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 14-Jul-2021

Digitally signed by MEGHANA GOLLAMUDI RAO

Date: 2021.07.14 10:35:24 +05:30

Reason: Offer Letter

Location: Mumbai

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

Tel.: (91-22) 2653 1414
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 Old Padra Road,
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JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084191

Applicant ID - 4393000

14-Jul-2021

Anjali Pandey

Dear Anjali,

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.

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384084191

Applicant ID - 4393000

14-Jul-2021

Anjali Pandey

Dear Anjali,

We are pleased to make you an offer of appointment as S1 grade in ICICI Bank. You will be placed in PHONE BANKING-SERVICE at THANE-LEXINGTON TW HIRANANDANI.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- a) You shall be required to join the Bank on or before 22-Jul-2021.
- b) You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- c) On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- **Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- **IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

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Reference No. - 1384084191

Anjali Pandey

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

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

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit, which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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Reference No. - 1384084191

Anjali Pandey

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - c) Suppression of any material information by you.
 - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

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CIN.: L65190GJ1994PLC021012

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



: 4:

Reference No. - 1384084191

Anjali Pandey

• **General:**

- Your appointment and continuation in employment are subject to reference checks, qualifications and past employment details and successful completion of your course-graduation/post-graduation and submission certificates/ marksheets at the time of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.

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

Yours sincerely,

Ashweela Tamang

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

Signature of Applicant

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

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

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

Reference No. - 1384084191

Anjali Pandey

Annexure:**Remuneration:**

- Your Base Salary will be Rs. 76,200/- (Rupees Seventy Six Thousand Two Hundred only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 87,900/- (Rupees Eighty Seven Thousand Nine Hundred only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, Telephone Reimbursement, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 38,100/- (Rupees Thirty Eight Thousand One Hundred only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 11,430/- (Rupees Eleven Thousand Four Hundred Thirty only) per annum.

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

Tel.: (91-22) 2653 1414
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CIN.: L65190GJ1994PLC021012

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



:6:

Reference No. - 1384084191

Anjali Pandey

Benefits:

- Comprehensive Medclaim Coverage for you and your immediate family up to Rs.400,000/-(Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children.
- You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Signature of Applicant

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.



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (Photocopies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organisation
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

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

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

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



Remuneration Details

Name : Anjali Pandey

Position: S1

Group: OPERATIONS GROUP

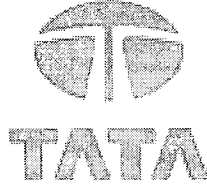
	S1	
	Monthly	Annual
Basic	6,350	76,200
HRA	3,175	38,100
Supplementary Allowance *	7,325	87,900
Superannuation Allowance **	953	11,430
Total	17,803	2,13,630
Retirals		
Retirals (PF, Gratuity) ***	2,170	26,040
Total CTC	19,973	2,39,670
Performance Linked Retention Pay #	1,500	18,000
Total (incl PLRP)	21,473	2,57,670
* Supplementary allowance will include HRA, Additional HRA, Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance		
*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.		
# Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.		

Date: 14-Jul-2021

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.



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20217957635/Mumbai/BPS/BTN
Date: 28/12/2021

Ms. Sakshi Prashant Deshmukh
Flat No.7, Ulka Chs
Pendse Nagar Lane No. 4
Nehru Maidan
Dombivali-421201
Maharashtra
Tel# 91-9320996271

Dear Ms. Sakshi Prashant Deshmukh,

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.

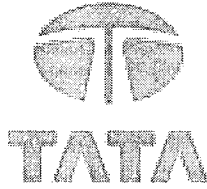
TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship 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.

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1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Centre & Boyce Complex Phase No 12, Gate No 4, 155 Marg Vikhroli West, Mumbai - 400079
Ph: +91 22 6778 3880 Fax: 91 22 6778 3300 91 226778 3300 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office: 9th Floor, Narval Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PL1088781



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:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

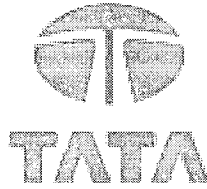
Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

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2

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Centre & Tower Complex Plant No 17, Gate No-4, 1st & 2nd Floor, Vikhroli West, Mumbai - 400079
Ph : +91 22 6778 3000 Fax: 91 22 6778 3300 B1 226778 3300 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Marol Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): I 77710MH1925PL1C824781



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.

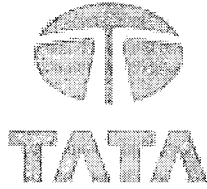
6. Alternative Occupation / Traineeship:

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3

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Centre & Boyce Complex Plant No 12, Gate No 4, 4th Stage Vikasa West, Mumbai - 400079
Ph : +91 22 6778 3000 Fax 91 22 6778 3300 91 226778 3399 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office: 9th Floor, Narimán Point, Narimán Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PT 0024721



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. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. 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.

10. 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.

11. Medical Test:

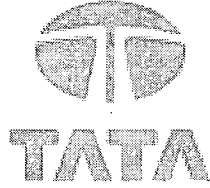
You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your 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.

12. 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.

13. 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.

14. 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.

15. Letter of Appointment

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

16. 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.

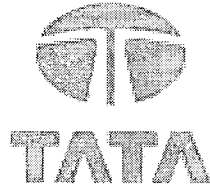
It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and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

17. Terms and conditions:

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

18. 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.

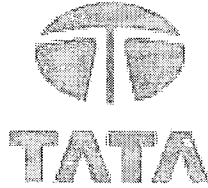
19. Compliance to all clauses:

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.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Garden & Boyce Complex Plant No. 12, Gate No. 4, 115 Marg Vikasa West, Mumbai - 400079
Ph: +91 22 6778 3300 Fax: 91 22 6778 3300 91 226778 3398 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office: 9th Floor, Nambal Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L32210MH1995PL C024781



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

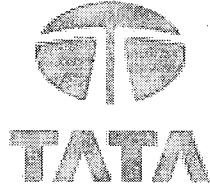


Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Centre & Boyce Complex Plant No. 12, Gate No. 4, 115 S Marg, Vicharji West, Mumbai - 400079
Tel: +91 22 6778 3999 Fax 91 22 6778 3999 91 226778 3999 E-mail: corporate.office@tcs.com, Website: http://www.tcs.com
Registered Office: 9th Floor, Narimol Building, Nariman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1995PL1024787



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/DT20217957635/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

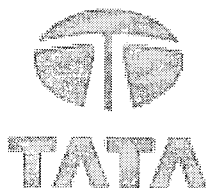
Name:

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8

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
Wellspring Centre & Boyce Complex Plant No-12, Gate No-4, LBS Marg Vikhroli West, Mumbai - 400079
Ph: +91 22 6778 3090 Fax: 91 22 6778 3306 91 276778 3399 E-mail: corporate.office@tcs.com, Website: <http://www.tcs.com>
Registered Office: 9th Floor, Hornet Building, Nanaman Point, Mumbai 400 021
Corporate Identification No. (CIN): L22210MH1985PLC024751



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

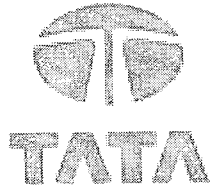
(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations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

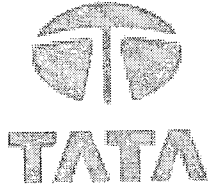
ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

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.

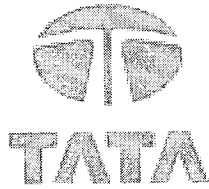
6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and 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. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of 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.

11. General

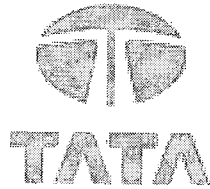
(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or 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 or 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: Sakshi Deshpande

Address:

Signature: Sakshi

Date:

calibehr

PEOPLE . PROCESS . TECHNOLOGY

Ref: HR/Offer/103835/21

Date: 16 September, 2021

Ms. Divya Chandrakant Kshirsagar
Mumbai

Sub: Fixed Term Contract Letter.

RE: Your deputation as Entry Level Geographer with our client HERE Solutions India Private Limited at Mumbai with effect from Date: 16 September, 2021

Dear Divya ,

With reference to your application for employment in our organization, the subsequent discussion with our professionals on the basis of information submitted by you, we are pleased to appoint you in the position, location and from the date as mentioned above.

As your appointment is subject to performance & productivity and you're consolidated (all-inclusive) compensations are mentioned in the accompanying statement. (Refer Annexure-I).

The terms and conditions of your contract with us are appended to this letter, for period starting date mentioned above till **15 Sep 2022** (or any extensions agreed thereof) which you are required to go through and understand. (Refer Annexure-II)

As a token of your accepting this contract on the terms and conditions mentioned in the appendix and on the compensation mentioned in the accompanying statement (both signed by the undersigned), please return the duplicate copy of this letter to our office after you sign it.

Yours faithfully,

For Calibehr Business Support Services Pvt. Ltd.

Neeti Priyadarshini
Ms Neeti Priyadarshini
Manager- Associate Lifecycle

Divya



**Narayan
Bhargava
Group**

Calibehr Business Support Services Pvt.Ltd
Corporate Off. T- 361, 6th Floor, ITC Park,
Belapur Railway Station Building CBD Belapur, Navi
Mumbai, Maharashtra 400614. T: 022-61391444
W: www.calibehr.com

Regd Off : Abel Estate Pvt. Ltd, Ground
Floor, Off Saki Vihar Road, Opp. John &
Bakers, Andheri (East), Mumbai-400072
T: 022-42702222
CIN : U72300MH2006PTC162775

calibehr

PEOPLE · PROCESS · TECHNOLOGY

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As a token of your accepting this contract on the terms and conditions mentioned in the appendix and on the compensation mentioned in the accompanying statement (both signed by the undersigned), please return the duplicate copy of this letter to our office after you sign it.

Yours faithfully,

For Calibehr Business Support Services Pvt. Ltd.

Neeti Priyadarshini
Ms Neeti Priyadarshini
Manager- Associate Lifecycle

[Signature]



**Narayan
Bhargava
Group**

Calibehr Business Support Services Pvt.Ltd
Corporate Off. T- 361, 6th Floor, ITC Park,
Belapur Railway Station Building CBD Belapur, Navi
Mumbai, Maharashtra 400614. T: 022-61391444
W: www.calibehr.com

Regd Off : Abel Estate Pvt. Ltd, Ground
Floor, Off Saki Vihar Road, Opp. John &
Bakers, Andheri (East), Mumbai-400072
T: 022-42702222
CIN : U72300MH2006PTC162775

Ref: HR/Offer/103835/21 dated: 16 September, 2021

Salary Offer - Ms. Divya Chandrakant Kshirsagar		
	Per Annum	Per Month
BASIC	1,52,688	12,724
HRA	7,632	636
Statutory Bonus	12,720	1,060
Gross	1,73,040	14,420
Company Contribution		
PF Employer	19,848	1,654
ESIC Employer	5,220	435
CTC	1,98,108	16,509
Employee's Contribution		
PF Employee	18,324	1,527
ESIC Employee	1,212	101
PT	2,500	200
Net Take Home Salary	1,51,004	12,592

Bonus and Gratuity will be paid as per the law.

Note- You are eligible for Rs 1000/- as Internet Charges Per month

Divya

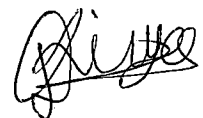
Neeti Pyadashi

Appendix to Fixed Term Contract Letter: - HR/Offer/103835/21

Date: 16 September, 2021

Calibehr Business Support Services Pvt. Ltd.
Terms and Conditions Fixed Term Contract

1. Calibehr Business Support Services Private Limited is a staffing solutions company. Your appointment as service provider in our organization is completely based and dependent on the contractual relationship/agreement between Calibehr Business Support Services Private Limited and our Client "**HERE Solutions India Private Limited**" being the principal employer at all times, you will have to render your services in accordance with their policies, code of conduct. Your compensation will be disbursed only on receipt of your attendance details and compensation amount from the principal employer.
2. Your appointment as service provider in our organization shall be for a trial basis for a period of 6 months from the date of your appointment our organization, during which period your services are liable to be dispensed with, without any notice and without assigning any reason. The management may, at its discretion, extend the period of trial by intimating you of the same in writing.
3. On your joining to Calibehr, your back ground verification process will initiate. The charges incurred on background verification process will be deducted from your first salary and once you complete 45 days in organization, it will be refund back to you in upcoming month's salary. If you fail to work for more than 45 days and leave the organization prior to completion of 45 days from your date of joining, said charges will be forfeited. We also reserve the right to terminate the contract, in case of any adverse findings relating to your prior employment, police checks, etc.
4. Your appointment will be deemed to be confirmed on expiry of the trial period of 6 months or on expiry of the extended trial period, whichever is later.
5. If you wish to discontinue your service during the trial period, you are required to submit your letter of discontinuity of services in writing 15 days in advance or on payment of 15 days compensation in lieu of notice. Your dues will be settled only after returning all the documents and properties of the company that are held by you, and after obtaining clearance in writing from the concerned head of department.
6. After the expiry of the trial period, either side may terminate the service by giving the other, 30 days' notice in writing or an amount of 30 days compensation (last drawn, all inclusive, as mentioned in clause 1 above) be paid in lieu thereof. Settlement of your dues will be subject to your returning all the documents and properties of the company that are held by you as on the last date of your service with us, and after obtaining clearance in writing from the head of department.



7. You shall faithfully, diligently and to the best of your ability perform all the legitimate duties that may be entrusted to you by the Management or your superiors from time to time and you shall observe discipline, decorum and discretion while doing anything pertaining to the duties. Your services with us shall be full and as such you shall not engage yourself in any trade, business or employment during your working hours as assigned by the company at its discretion, as permitted by law.

8. Please note that increments in compensation are not automatic. The quantum and timing of increments shall be based, among other things, on merit and evaluation of your overall performance by the management. The company reserves the right to deny, withhold or defer increments in case of unsatisfactory performance, as assessed by the management.

9. In the event of you being late on duty due to whatever reason, you are liable to be turned away from the place of your work and treat you as absent from duty.

10. In case you are not found in the place of your duty after reporting for work or otherwise fail to perform your part of the terms of services as given herein, the management, without prejudice to its other rights, will be entitled to deduct your compensation for the duration of your absence from the place of your work and / or for the duration of non-performance the terms of services, for the whole day or part of the day, as the case may be.

11. While in the service of the company, it is explicitly and unambiguously understood that you will be transferred to any of the existing or future branch offices or any other place of business interests of this company in any part of India or abroad, shifted from one job or department to another, or from one work shift to another, provided it does not involve any reduction in your total emoluments or remuneration

12. You shall be entitled to leave and other benefits according to the rules applicable to the employees of our establishment.

13. You will be given weekly off on any day, not necessarily on Sunday, depending on the company's requirements.

14. When eligible, you shall be entitled to the statutory benefits under the provisions of The Employees Provident Fund and Family Pension Fund Act - 1952 as amended from time to time and the schemes thereunder, The Employees State Insurance Act - 1948 as amended from time to time and the rules and regulations there under, The Payment of Bonus Act - 1955 and The Payment of Gratuity Act - 1972 depends.

15. You will, from time to time, be allotted duty hours at the discretion and convenience to the management, including shifts and split shift system, in accordance with the provisions of law.



16. Absence for a continuous period of three days without prior **approval** of your superior, (including overstay of leave / training), would be treated as abandonment of service. As a process the company may serve you notice on the 8th day from absence in the form of registered letter at your last known address calling upon you to report for duty within 4 days from the date of issue of the letter. Unless you report for work within the stipulated time as mentioned above or you fail to give a satisfactory explanation for your failure to report on duty, you shall be deemed to have voluntarily left our service and your services shall stand terminated from the date of commencement of absence as mentioned above. Please note that for this purpose, sending you a registered letter as mentioned above or an email on your official / personal email ID will be construed as serving the notice as above, irrespective of your not receiving it due to any reason whatsoever, and the date of your failure to report on duty will be taken as the date of return of the undelivered registered letter or email to the company. Hence, it is essential that you keep the company adequately informed of the changes in your correct and traceable residential address. The final letter of abandonment of services would be issued on the 12th day from the absence.

17. Your continuance in service with the company is subject to your remaining, physically and mentally fit. You will submit yourself to medical examination as per the direction of management, if required to do so.

18. The management shall be at liberty to require you to subject yourself to medical examination at any time, at its cost, by any registered medical practitioner of its choice.

19. In case you refuse to accept any communication, the content of the same shall be read over and explained to you verbally in the presence of two witnesses and contents of the said communication will be binding upon you.

20. If your services suspended pending enquiry into any act of misconduct reported to have been committed by you, you will not be entitled to any compensation in lieu thereof, during such suspension.

21. The company shall be entitled to terminate your services without notice on any of the following grounds:

a. That you are declared insolvent

b. That you are convicted of a criminal offence by a competent court

c. That you are found guilty of committing breach of any of the conditions of service provider or rules and regulations of the organization, issued / amended from time to time

d. That you participated in any strike which is illegal or deemed to be illegal

e. That you committed any act, which is incompatible with the due performance of express or implied terms of your services.



f. That you have suppressed any information or given false information.

g. That you committed an act of violence, fraud, financial irregularity, caused loss to the company or to its property or misappropriated company's funds or indulged in disorderly behavior whenever and wherever committed

h. That you remained absent on medical grounds for a period of 90 days or more in a span of one year either continuously or intermittently

22. If you are found guilty of misconduct you may be:

a. Warned

b. Fined

c. Suspended without wages by order in writing signed by Director or Manager, for a period not exceeding ten days

d. Reverted to the lower grade

e. Denied normal annual increment

f. Discharged with one month's notice or payment in lieu thereof.

g. Dismissed without notice

23. The company reserves the right to terminate your services at any given point of time, without assigning any reasons thereof. The company will act according to the instructions and feedback of the principal employer. Company shall discharge all its obligations in terms of compensation, only after receipt of such amounts from the principal employer. You expressly agree not to initiate any legal action against the company for any acts done by the company, on instructions of the principal employer.

24. Any absence from duty without approved sanction in writing may be treated as break in service.

DAV

25. You shall communicate to the management any change in your residential address, local and permanent. The communication sent to you at your last known residential address shall be deemed to have been duly served upon you.

26. When you leave the organization on your own or on your services with the company having been terminated, you will take a formal relieving letter or letter of completion of service from the company. If you do not take such letter and leave, it will be presumed that even though your services with the organization remains terminated, you have not settled your dues to the organization and the organization may proceed against you as such.

27. Any disputes arising out of this contract of services will be subject to jurisdiction of Mumbai courts only.

Neeti Pyadachhi

(Authorized Signatory)



Signature of The applicant :

Date:

Exhibit 2 to the Resource Order: Personal Non-Disclosure Agreement

CONFIDENTIALITY AGREEMENT

(To be signed by individuals who receive HERE's confidential information and non-HERE employees working within HERE premises)

Name: Divya Chandrakant Kshirsagar

Address: Room no.48,shikhar apartment Manpada road star colony Kalyan Maharashtra

Birth Date: 22-11-2000

Nationality: INDIAN

Employer:

I agree to be bound by the obligations detailed in this Confidentiality Agreement. In connection with the or any other work carried out for HERE (Purpose) I may have access to information that, in the interests of HERE [Insert name of HERE entity], having its registered address at [Insert address] including its affiliated companies (hereinafter "HERE"), is considered to be confidential and which HERE does not want to be disclosed to any third party without its consent. I agree to use such confidential information only as necessary for carrying out the Purpose. I agree not to disclose such confidential information, including the venue, the time and or other information about the Purpose that I receive to any third party without first obtaining a prior written permission of HERE. I may only disclose confidential information to my Employer or third party personnel working for HERE to the extent strictly necessary for carrying out the Purpose and provided that in any event my Employer or such third party personnel working for HERE is bound by confidentiality obligations towards HERE in respect of such confidential information.

Within the scope of this agreement, the phrase "confidential information" is taken to refer to all information, not depending on the manner or form in which such information is available, relating to operations within HERE, be it technical and/or commercial information relating to HERE's respective business, facilities, products, techniques and processes in form of oral disclosure, demonstration, device, apparatus, model, sample of any kind, computer program, magnetic medium, document, specification, circuit diagram, or drawing (including but not limited to information of a general nature or information not necessarily in the form as applied to wireless telecommunications systems) and visual observation of the aforesaid which information is proprietary to HERE and I am willing to undertake to restrict the use and further disclosure of the confidential information.

I agree not to make, issue, or release any public announcement, statement, or acknowledgement of the existence of this Confidentiality Agreement, except as may be required by law. In agreeing to keep secret all confidential information, I agree to refrain from discussing anything related to this confidential information with anyone, to refrain from taking copies of confidential information and to refrain from passing on confidential information in any way whatsoever to anyone.



Especially I acknowledge that any and all information that may be available from computers or databases of HERE or its employees, officers, directors or agents, disclosed to me orally in internal/external discussions of such HERE employees, officers, directors or agents or otherwise available, shall be deemed especially sensitive confidential Information of HERE, which I shall not disclose to anyone or use for any purposes except to the extent permitted by the Purpose. Furthermore, I agree to diligently use my best endeavours to control and prevent disclosure of confidential information to any third party. I acknowledge and agree that the intellectual property rights residing in all work performed for HERE shall vest in and belong to HERE. I also agree to comply with HERE's security and technology requirements.

If I am performing the Purpose in HERE premises I have received an access key and an identification card that I will always carry visibly while I am in HERE premises. I agree to safeguard these items to ensure that no one else uses these items to gain access to HERE premises, and to return these items upon the completion of the Purpose or HERE's request, whichever is earlier. Should either one of these items be lost I will report it immediately to HERE.

I have read and understood this Confidentiality Agreement and agree to be bound by the obligations detailed in this Confidentiality Agreement until such time as information becomes public knowledge through no fault on my part, and by HERE's reasonable security instructions as issued from time to time.

Place: Mumbai and date:



Signature:





(Authorized Signatory)

Exhibit 3 to the Resource Order: Commitment to confidentiality and compliance with the requirements of the General Data Protection Regulation (GDPR)

(To be signed by individuals who receive access to HERE's IT system and non-HERE employees working within HERE premises)

Name: Divya Chandrakant Kshirsagar

Address: Room no.48,shikhar apartment Manpada road star colony Kalyan Maharashtra

Birth Date: 22-11-2000

Nationality: INDIAN

Employer:

I commit not to process personal data without authorization. Personal data shall be processed only, if the data subject has given consent or if another legitimate basis, laid down by law, allows or requires the processing of personal data. The principles relating to processing of personal data outlined in Article 5 Section 1 GDPR are to be observed. These principles include the following fundamental obligations:

Personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to the data subject ("lawfulness, fairness and transparency");
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ("purpose limitation");
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("data minimization");
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ("accuracy");
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ("storage limitation");
- f) Processed in a manner that ensures appropriate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("integrity and confidentiality").

Personal data shall only be processed following the controller's instruction. In addition to individual instructions issued by HERE employees, the following shall be considered as general instruction: Process descriptions, flowsheets, works agreements, general job instructions, as well as company documentation and handbooks.



I am aware that I can render myself liable to prosecution for an administrative or criminal offense if I violate this commitment. A violation can also constitute a violation of the employment contract with my employer or of special confidentiality obligations. Even (civil) claims for damages may arise from culpable violations of this obligation. My confidentiality obligation resulting from commitments in my employment contract or separate agreements is not affected by this commitment. The duty to observe data confidentiality shall also apply vis-à-vis my employer and following termination of my assignment to HERE.

I hereby confirm with my signature that I have taken note of the obligations outlined in this document and agree to be bound by them. I have received a copy of this written commitment.

Place: Mumbai and date:

Mumbai

Griss

Signature:

Neel Prasad

(Authorized Signatory)

Exhibit 4. Work from Home (WFH) Guidelines

In addition to the requirements set forth in the Frame Agreement FOR EXTERNAL TEMPORARY LABOUR between HERE Solution India Private Limited and Calibhr Business Support Services Private Limited dated 11th of June, 2021, the following conditions apply where WFH is authorized by HERE:

1. All Assigned Persons must conduct all remote work through a Virtual Private Network (VPN) connection.
2. All security and privacy requirements and guidelines provided by HERE shall continue to apply.

Remote work requirements include (without limitation):

- a. All Assigned Persons must comply with the HERE's direction, policies, practices and applicable security policies maintained in accordance with HERE's requirements, including those related to information security, data privacy and protection, and access control.
 - b. Multifactor authentication is required for remote access to HERE resources and systems.
 - c. Full disk encryption is required for portable devices, including laptops (HERE-issued devices will be configured).
 - d. All HERE IT hardware assets, and the software/data as provided shall always remain the property of HERE and shall not belong to the Assigned Persons whatsoever; and
 - e. All Assigned Persons must practice 'good hygiene' and adhere to data handling best practices. This includes but is not limited to not conducting work in public spaces, using privacy screens, establishing a dedicated space in home for work, maintaining secrecy of all passwords, continuing to store confidential information in existing production systems, refraining from storing or printing confidential information at home, logging off and securing devices when not in use, and similar best practices.
3. HERE reserves the right to monitor, review, audit, intercept, access, retain and disclose any and all data that is created, stored, received, or transmitted on any of its network systems or on any of its equipment during the assignment. Personal passwords may be used for purposes of security but use of a personal password does not affect HERE's ownership of electronic information. HERE may override any personal password for any reason.
 4. Assigned Persons should have no expectation of privacy in the use of HERE equipment or information created, stored, received, or transmitted on HERE-provided equipment or over HERE's network systems (including, but not limited to, email), regardless of whether or not such systems are accessed through a HERE laptop or non-HERE computer. All such information belongs to HERE. HERE equipment should be used solely for official purposes and should not be used for personal business or non-HERE-related work.

5. Assigned Persons will remain bound by HERE's policies in place and as may be updated and informed to the Assigned Person from time to time in relation to information security, privacy, and the use of information technology services while working from home, including the HERE Computer Policy and the HERE Employee Security Standard.

6. Where an Assigned Person uses any non-HERE-issued computer for work from home purposes, the Assigned Person must provide HERE with access to such computer as requested to verify full compliance with applicable obligations regarding usage and protection of HERE Confidential Information

7. Raising Concerns and Company Notifications: If at any stage the Assigned Person has any concerns about the ability to perform the scope of work/role from home, the safety or security of WFH or about any risks which it might pose to the respective Assigned Persons while working, the Assigned Person must inform the Provider immediately.

8. Modification, Suspension and Termination: The WFH Arrangement will be subject to ongoing review and may be modified, suspended, or terminated at any time and for any reason with immediate effect at the discretion of HERE.

9. Arrangements on Termination: In the event that the Work from Home Arrangement is terminated by HERE, the Assigned Person will be required to immediately commence performing the role for HERE on a full-time basis from the location notified by HERE. Any equipment or supplies that the Assigned Persons may have obtained from HERE's office or at a cost to HERE should be promptly returned upon termination WFH, unless otherwise specified in writing by HERE.

10. Failure to comply with the terms of WFH Guidelines by the respective Assigned Person may lead to disciplinary action and termination of the Resource order by HERE

King



EMPLOYMENT OFFER LETTER

Date : 29th Nov 2021

M : Sapna Rajesh Prajapati

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Private Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT112021301654
	Candidate Name	Sapna Rajesh Prajapati
	Date of Interview	2021-11-29 19:49:08
	Interviewed By	Rajinder Saluja
	Offered Salary (Monthly)	16000
	Date of Joining	30 th Nov 2021
	Stipend	INR 3000 For 30 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your **Annual Cost to Company (CTC)** post successful completion of the training & certification will be **Rs 192,000 CTC** annually.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 30th Nov 2021. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Private Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Private Limited
Website: www.cogenteservices.com



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 30th Nov 2021. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Private Limited

Authorized Signatory

Cogent E Services Private Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Private Limited
Website: www.cogenteservices.com

calibehr

PEOPLE · PROCESS · TECHNOLOGY

Ref: HR/Offer/99106/21

Date: 31 August, 2021

Mr. Akash Santosh Tiwari
Mumbai

Sub: Fixed Term Contract Letter.

RE: Your deputation as Entry Level Geographer with our client HERE Solutions India Private Limited at Mumbai with effect from Date: 31 August, 2021

Dear Akash,

With reference to your application for employment in our organization, the subsequent discussion with our professionals on the basis of information submitted by you, we are pleased to appoint you in the position, location and from the date as mentioned above.

As your appointment is subject to performance & productivity and you're consolidated (all-inclusive) compensations are mentioned in the accompanying statement. (Refer Annexure-I).

The terms and conditions of your contract with us are appended to this letter, for period starting date mentioned above till (or any extensions agreed thereof) which you are required to go through and understand. (Refer Annexure-II)

As a token of your accepting this contract on the terms and conditions mentioned in the appendix and on the compensation mentioned in the accompanying statement (both signed by the undersigned), please return the duplicate copy of this letter to our office after you sign it.

Yours faithfully,

For Calibehr Business Support Services Pvt. Ltd.

Neeti Priyadarshini

Ms Neeti Priyadarshini

Manager- Associate Lifecycle



Narayan
Bhargava
Group

Calibehr Business Support Services Pvt.Ltd

Corporate Off :T- 361 . 6th Floor, ITC Park .
Belapur Railway Station Building CBD Belapur, Navi
Mumbai, Maharashtra 400614. T: 022-61391444

W: www.calibehr.com

Regd Off : Abel Estate Pvt. Ltd. Ground
Floor, Off Saki Vihar Road, Opp. John &
Bakers, Andheri (East). Mumbai-400072

T: 022-42702222

CIN : U72300MH2006PTC162775

Ref: HR/Offer/99106/21 dated: 31 August, 2021

Salary Offer - Mr. Akash Santosh Tiwari		
	Per Annum	Per Month
BASIC	1,52,688	12,724
HRA	7,632	636
Statutory Bonus	12,720	1,060
Gross	1,73,040	14,420
Company Contribution		
PF Employer	19,848	1,654
ESIC Employer	5,220	435
CTC	1,98,108	16,509
Employee's Contribution		
PF Employee	18,324	1,527
ESIC Employee	1,212	101
PT	2,500	200
Net Take Home Salary	1,51,004	12,592

Bonus and Gratuity will be paid as per the law.

Note- You are eligible for Rs 1000/- as Internet Charges Per month

Neeti Pyadushin

Appendix to Fixed Term Contract Letter: - HR/Offer/99106/21

Date: 31 August, 2021

Calibehr Business Support Services Pvt. Ltd.
Terms and Conditions Fixed Term Contract

1. Calibehr Business Support Services Private Limited is a staffing solutions company. Your appointment as service provider in our organization is completely based and dependent on the contractual relationship/agreement between Calibehr Business Support Services Private Limited and our Client **"HERE Solutions India Private Limited"** being the principal employer at all times, you will have to render your services in accordance with their policies, code of conduct. Your compensation will be disbursed only on receipt of your attendance details and compensation amount from the principal employer.
2. Your appointment as service provider in our organization shall be for a trial basis for a period of 6 months from the date of your appointment our organization, during which period your services are liable to be dispensed with, without any notice and without assigning any reason. The management may, at its discretion, extend the period of trial by intimating you of the same in writing.
3. On your joining to Calibehr, your back ground verification process will initiate. The charges incurred on background verification process will be deducted from your first salary and once you complete 45 days in organization, it will be refund back to you in upcoming month's salary. If you fail to work for more than 45 days and leave the organization prior to completion of 45 days from your date of joining, said charges will be forfeited. We also reserve the right to terminate the contract, in case of any adverse findings relating to your prior employment, police checks, etc.
4. Your appointment will be deemed to be confirmed on expiry of the trial period of 6 months or on expiry of the extended trial period, whichever is later.
5. If you wish to discontinue your service during the trial period, you are required to submit your letter of discontinuity of services in writing 15 days in advance or on payment of 15 days compensation in lieu of notice. Your dues will be settled only after returning all the documents and properties of the company that are held by you, and after obtaining clearance in writing from the concerned head of department.
6. After the expiry of the trial period, either side may terminate the service by giving the other, 30 days' notice in writing or an amount of 30 days compensation (last drawn, all inclusive, as mentioned in clause 1 above) be paid in lieu thereof. Settlement of your dues will be subject to your returning all the documents and properties of the company that are held by you as on the last date of your service with us, and after obtaining clearance in writing from the head of department.

7. You shall faithfully, diligently and to the best of your ability perform all the legitimate duties that may be entrusted to you by the Management or your superiors from time to time and you shall observe discipline, decorum and discretion while doing anything pertaining to the duties. Your services with us shall be full and as such you shall not engage yourself in any trade, business or employment during your working hours as assigned by the company at its discretion, as permitted by law.
8. Please note that increments in compensation are not automatic. The quantum and timing of increments shall be based, among other things, on merit and evaluation of your overall performance by the management. The company reserves the right to deny, withhold or defer increments in case of unsatisfactory performance, as assessed by the management.
9. In the event of you being late on duty due to whatever reason, you are liable to be turned away from the place of your work and treat you as absent from duty.
10. In case you are not found in the place of your duty after reporting for work or otherwise fail to perform your part of the terms of services as given herein, the management, without prejudice to its other rights, will be entitled to deduct your compensation for the duration of your absence from the place of your work and / or for the duration of non-performance the terms of services, for the whole day or part of the day, as the case may be.
11. While in the service of the company, it is explicitly and unambiguously understood that you will be transferred to any of the existing or future branch offices or any other place of business interests of this company in any part of India or abroad, shifted from one job or department to another, or from one work shift to another, provided it does not involve any reduction in your total emoluments or remuneration
12. You shall be entitled to leave and other benefits according to the rules applicable to the employees of our establishment.
13. You will be given weekly off on any day, not necessarily on Sunday, depending on the company's requirements.
14. When eligible, you shall be entitled to the statutory benefits under the provisions of The Employees Provident Fund and Family Pension Fund Act - 1952 as amended from time to time and the schemes thereunder, The Employees State Insurance Act - 1948 as amended from time to time and the rules and regulations there under, The Payment of Bonus Act - 1955 and The Payment of Gratuity Act - 1972 depends.
15. You will, from time to time, be allotted duty hours at the discretion and convenience to the management, including shifts and split shift system, in accordance with the provisions of law.

Appendix to Fixed Term Contract Letter: - HR/Offer/99106/21

Date: 31 August, 2021

Calibehr Business Support Services Pvt. Ltd.
Terms and Conditions Fixed Term Contract

1. Calibehr Business Support Services Private Limited is a staffing solutions company. Your appointment as service provider in our organization is completely based and dependent on the contractual relationship/agreement between Calibehr Business Support Services Private Limited and our Client **"HERE Solutions India Private Limited"** being the principal employer at all times, you will have to render your services in accordance with their policies, code of conduct. Your compensation will be disbursed only on receipt of your attendance details and compensation amount from the principal employer.
2. Your appointment as service provider in our organization shall be for a trial basis for a period of 6 months from the date of your appointment our organization, during which period your services are liable to be dispensed with, without any notice and without assigning any reason. The management may, at its discretion, extend the period of trial by intimating you of the same in writing.
3. On your joining to Calibehr, your back ground verification process will initiate. The charges incurred on background verification process will be deducted from your first salary and once you complete 45 days in organization, it will be refund back to you in upcoming month's salary. If you fail to work for more than 45 days and leave the organization prior to completion of 45 days from your date of joining, said charges will be forfeited. We also reserve the right to terminate the contract, in case of any adverse findings relating to your prior employment, police checks, etc.
4. Your appointment will be deemed to be confirmed on expiry of the trial period of 6 months or on expiry of the extended trial period, whichever is later.
5. If you wish to discontinue your service during the trial period, you are required to submit your letter of discontinuity of services in writing 15 days in advance or on payment of 15 days compensation in lieu of notice. Your dues will be settled only after returning all the documents and properties of the company that are held by you, and after obtaining clearance in writing from the concerned head of department.
6. After the expiry of the trial period, either side may terminate the service by giving the other, 30 days' notice in writing or an amount of 30 days compensation (last drawn, all inclusive, as mentioned in clause 1 above) be paid in lieu thereof. Settlement of your dues will be subject to your returning all the documents and properties of the company that are held by you as on the last date of your service with us, and after obtaining clearance in writing from the head of department.

7. You shall faithfully, diligently and to the best of your ability perform all the legitimate duties that may be entrusted to you by the Management or your superiors from time to time and you shall observe discipline, decorum and discretion while doing anything pertaining to the duties. Your services with us shall be full and as such you shall not engage yourself in any trade, business or employment during your working hours as assigned by the company at its discretion, as permitted by law.

8. Please note that increments in compensation are not automatic. The quantum and timing of increments shall be based, among other things, on merit and evaluation of your overall performance by the management. The company reserves the right to deny, withhold or defer increments in case of unsatisfactory performance, as assessed by the management.

9. In the event of you being late on duty due to whatever reason, you are liable to be turned away from the place of your work and treat you as absent from duty.

10. In case you are not found in the place of your duty after reporting for work or otherwise fail to perform your part of the terms of services as given herein, the management, without prejudice to its other rights, will be entitled to deduct your compensation for the duration of your absence from the place of your work and / or for the duration of non-performance the terms of services, for the whole day or part of the day, as the case may be.

11. While in the service of the company, it is explicitly and unambiguously understood that you will be transferred to any of the existing or future branch offices or any other place of business interests of this company in any part of India or abroad, shifted from one job or department to another, or from one work shift to another, provided it does not involve any reduction in your total emoluments or remuneration

12. You shall be entitled to leave and other benefits according to the rules applicable to the employees of our establishment.

13. You will be given weekly off on any day, not necessarily on Sunday, depending on the company's requirements.

14. When eligible, you shall be entitled to the statutory benefits under the provisions of The Employees Provident Fund and Family Pension Fund Act - 1952 as amended from time to time and the schemes thereunder, The Employees State Insurance Act - 1948 as amended from time to time and the rules and regulations there under, The Payment of Bonus Act - 1955 and The Payment of Gratuity Act - 1972 depends.

15. You will, from time to time, be allotted duty hours at the discretion and convenience to the management, including shifts and split shift system, in accordance with the provisions of law.

16. Absence for a continuous period of three days without prior approval of your superior, (including overstay of leave / training), would be treated as abandonment of service. As a process the company may serve you notice on the 8th day from absence in the form of registered letter at your last known address calling upon you to report for duty within 4 days from the date of issue of the letter. Unless you report for work within the stipulated time as mentioned above or you fail to give a satisfactory explanation for your failure to report on duty, you shall be deemed to have voluntarily left our service and your services shall stand terminated from the date of commencement of absence as mentioned above. Please note that for this purpose, sending you a registered letter as mentioned above or an email on your official / personal email ID will be construed as serving the notice as above, irrespective of your not receiving it due to any reason whatsoever, and the date of your failure to report on duty will be taken as the date of return of the undelivered registered letter or email to the company. Hence, it is essential that you keep the company adequately informed of the changes in your correct and traceable residential address. The final letter of abandonment of services would be issued on the 12th day from the absence.

17. Your continuance in service with the company is subject to your remaining, physically and mentally fit. You will submit yourself to medical examination as per the direction of management, if required to do so.

18. The management shall be at liberty to require you to subject yourself to medical examination at any time, at its cost, by any registered medical practitioner of its choice.

19. In case you refuse to accept any communication, the content of the same shall be read over and explained to you verbally in the presence of two witnesses and contents of the said communication will be binding upon you.

20. If your services suspended pending enquiry into any act of misconduct reported to have been committed by you, you will not be entitled to any compensation in lieu thereof, during such suspension.

21. The company shall be entitled to terminate your services without notice on any of the following grounds:

a. That you are declared insolvent

b. That you are convicted of a criminal offence by a competent court

c. That you are found guilty of committing breach of any of the conditions of service provider or rules and regulations of the organization, issued / amended from time to time

d. That you participated in any strike which is illegal or deemed to be illegal

e. That you committed any act, which is incompatible with the due performance of express or implied terms of your services.

f. That you have suppressed any information or given false information.

g. That you committed an act of violence, fraud, financial irregularity, caused loss to the company or to its property or misappropriated company's funds or indulged in disorderly behavior whenever and wherever committed

h. That you remained absent on medical grounds for a period of 90 days or more in a span of one year either continuously or intermittently

22. If you are found guilty of misconduct you may be:

a. Warned

b. Fined

c. Suspended without wages by order in writing signed by Director or Manager, for a period not exceeding ten days

d. Reverted to the lower grade

e. Denied normal annual increment

f. Discharged with one month's notice or payment in lieu thereof.

g. Dismissed without notice

23. The company reserves the right to terminate your services at any given point of time, without assigning any reasons thereof. The company will act according to the instructions and feedback of the principal employer. Company shall discharge all its obligations in terms of compensation, only after receipt of such amounts from the principal employer. You expressly agree not to initiate any legal action against the company for any acts done by the company, on instructions of the principal employer.

24. Any absence from duty without approved sanction in writing may be treated as break in service.

25. You shall communicate to the management any change in your residential address, local and permanent. The communication sent to you at your last known residential address shall be deemed to have been duly served upon you.

26. When you leave the organization on your own or on your services with the company having been terminated, you will take a formal relieving letter or letter of completion of service from the company. If you do not take such letter and leave, it will be presumed that even though your services with the organization remains terminated, you have not settled your dues to the organization and the organization may proceed against you as such.

27. Any disputes arising out of this contract of services will be subject to jurisdiction of Mumbai courts only.

Neel Bhandari

(Authorized Signatory)

Signature of The applicant :
Date:

Exhibit 2 to the Resource Order: Personal Non-Disclosure Agreement

CONFIDENTIALITY AGREEMENT

(To be signed by individuals who receive HERE's confidential information and non-HERE employees working within HERE premises)

Name: Akash Santosh Tiwari

Address: Room no.5, Sai shanti co op hsg society Kopar road Dombivli West Opp. Mauli banglow, near Santoshi Mata Mandir Kalyan Maharashtra

Birth Date: 19-03-2001

Nationality: INDIAN

Employer:

I agree to be bound by the obligations detailed in this Confidentiality Agreement. In connection with the or any other work carried out for HERE (Purpose) I may have access to information that, in the interests of HERE [Insert name of HERE entity], having its registered address at [Insert address] including its affiliated companies (hereinafter "HERE"), is considered to be confidential and which HERE does not want to be disclosed to any third party without its consent. I agree to use such confidential information only as necessary for carrying out the Purpose. I agree not to disclose such confidential information, including the venue, the time and or other information about the Purpose that I receive to any third party without first obtaining a prior written permission of HERE. I may only disclose confidential information to my Employer or third party personnel working for HERE to the extent strictly necessary for carrying out the Purpose and provided that in any event my Employer or such third party personnel working for HERE is bound by confidentiality obligations towards HERE in respect of such confidential information.

Within the scope of this agreement, the phrase "confidential information" is taken to refer to all information, not depending on the manner or form in which such information is available, relating to operations within HERE, be it technical and/or commercial information relating to HERE's respective business, facilities, products, techniques and processes in form of oral disclosure, demonstration, device, apparatus, model, sample of any kind, computer program, magnetic medium, document, specification, circuit diagram, or drawing (including but not limited to information of a general nature or information not necessarily in the form as applied to wireless telecommunications systems) and visual observation of the aforesaid which information is proprietary to HERE and I am willing to undertake to restrict the use and further disclosure of the confidential information.

I agree not to make, issue, or release any public announcement, statement, or acknowledgement of the existence of this Confidentiality Agreement, except as may be required by law. In agreeing to keep secret all confidential information, I agree to refrain from discussing anything related to this confidential information with anyone, to refrain from taking copies of confidential information and to refrain from passing on confidential information in any way whatsoever to anyone.

Especially I acknowledge that any and all information that may be available from computers or databases of HERE or its employees, officers, directors or agents, disclosed to me orally in internal/external discussions of such HERE employees, officers, directors or agents or otherwise available, shall be deemed especially sensitive confidential Information of HERE, which I shall not disclose to anyone or use for any purposes except to the extent permitted by the Purpose. Furthermore, I agree to diligently use my best endeavours to control and prevent disclosure of confidential information to any third party. I acknowledge and agree that the intellectual property rights residing in all work performed for HERE shall vest in and belong to HERE. I also agree to comply with HERE's security and technology requirements.

If I am performing the Purpose in HERE premises I have received an access key and an identification card that I will always carry visibly while I am in HERE premises. I agree to safeguard these items to ensure that no one else uses these items to gain access to HERE premises, and to return these items upon the completion of the Purpose or HERE's request, whichever is earlier. Should either one of these items be lost I will report it immediately to HERE.

I have read and understood this Confidentiality Agreement and agree to be bound by the obligations detailed in this Confidentiality Agreement until such time as information becomes public knowledge through no fault on my part, and by HERE's reasonable security instructions as issued from time to time.

Place: Mumbai and date:

Signature:

Neeti Prasadashi

(Authorized Signatory)

Exhibit 3 to the Resource Order: Commitment to confidentiality and compliance with the requirements of the General Data Protection Regulation (GDPR)

(To be signed by individuals who receive access to HERE's IT system and non-HERE employees working within HERE premises)

Name: Akash Santosh Tiwari

Address: Room no.5, Sai shanti co op hsg society Kopar road Dombivli West Opp. Mauli banglow, near Santoshi Mata Mandir Kalyan Maharashtra

Birth Date: 19-03-2001

Nationality: INDIAN

Employer:

I commit not to process personal data without authorization. Personal data shall be processed only, if the data subject has given consent or if another legitimate basis, laid down by law, allows or requires the processing of personal data. The principles relating to processing of personal data outlined in Article 5 Section 1 GDPR are to be observed. These principles include the following fundamental obligations:

Personal data shall be:

- a) processed lawfully, fairly and in a transparent manner in relation to the data subject ("lawfulness, fairness and transparency");
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes ("purpose limitation");
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ("data minimization");
- d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that is inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay ("accuracy");
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed ("storage limitation");
- f) Processed in a manner that ensures appropriate security of personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures ("integrity and confidentiality").

Personal data shall only be processed following the controller's instruction. In addition to individual instructions issued by HERE employees, the following shall be considered as general instruction: Process descriptions, flowsheets, works agreements, general job instructions, as well as company documentation and handbooks.

I am aware that I can render myself liable to prosecution for an administrative or criminal offense if I violate this commitment. A violation can also constitute a violation of the employment contract with my employer or of special confidentiality obligations. Even (civil) claims for damages may arise from culpable violations of this obligation. My confidentiality obligation resulting from commitments in my employment contract or separate agreements is not affected by this commitment. The duty to observe data confidentiality shall also apply vis-à-vis my employer and following termination of my assignment to HERE.

I hereby confirm with my signature that I have taken note of the obligations outlined in this document and agree to be bound by them. I have received a copy of this written commitment.

Place: Mumbai and date:

Signature:

Neel Prasad

(Authorized Signatory)

Exhibit 4. Work from Home (WFH) Guidelines

In addition to the requirements set forth in the Frame Agreement FOR EXTERNAL TEMPORARY LABOUR between HERE Solution India Private Limited and Calibhr Business Support Services Private Limited dated 11th of June, 2021, the following conditions apply where WFH is authorized by HERE:

1. All Assigned Persons must conduct all remote work through a Virtual Private Network (VPN) connection.
2. All security and privacy requirements and guidelines provided by HERE shall continue to apply.

Remote work requirements include (without limitation):

- a. All Assigned Persons must comply with the HERE's direction, policies, practices and applicable security policies maintained in accordance with HERE's requirements, including those related to information security, data privacy and protection, and access control.
 - b. Multifactor authentication is required for remote access to HERE resources and systems.
 - c. Full disk encryption is required for portable devices, including laptops (HERE-issued devices will be configured).
 - d. All HERE IT hardware assets, and the software/data as provided shall always remain the property of HERE and shall not belong to the Assigned Persons whatsoever; and
 - e. All Assigned Persons must practice 'good hygiene' and adhere to data handling best practices. This includes but is not limited to not conducting work in public spaces, using privacy screens, establishing a dedicated space in home for work, maintaining secrecy of all passwords, continuing to store confidential information in existing production systems, refraining from storing or printing confidential information at home, logging off and securing devices when not in use, and similar best practices.
3. HERE reserves the right to monitor, review, audit, intercept, access, retain and disclose any and all data that is created, stored, received, or transmitted on any of its network systems or on any of its equipment during the assignment. Personal passwords may be used for purposes of security but use of a personal password does not affect HERE's ownership of electronic information. HERE may override any personal password for any reason.
 4. Assigned Persons should have no expectation of privacy in the use of HERE equipment or information created, stored, received, or transmitted on HERE-provided equipment or over HERE's network systems (including, but not limited to, email), regardless of whether or not such systems are accessed through a HERE laptop or non-HERE computer. All such information belongs to HERE. HERE equipment should be used solely for official purposes and should not be used for personal business or non-HERE-related work.

5. Assigned Persons will remain bound by HERE's policies in place and as may be updated and informed to the Assigned Person from time to time in relation to information security, privacy, and the use of information technology services while working from home, including the HERE Computer Policy and the HERE Employee Security Standard.

6. Where an Assigned Person uses any non-HERE-issued computer for work from home purposes, the Assigned Person must provide HERE with access to such computer as requested to verify full compliance with applicable obligations regarding usage and protection of HERE Confidential Information

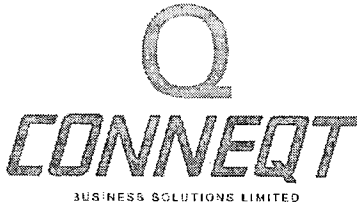
7. Raising Concerns and Company Notifications: If at any stage the Assigned Person has any concerns about the ability to perform the scope of work/role from home, the safety or security of WFH or about any risks which it might pose to the respective Assigned Persons while working, the Assigned Person must inform the Provider immediately.

8. Modification, Suspension and Termination: The WFH Arrangement will be subject to ongoing review and may be modified, suspended, or terminated at any time and for any reason with immediate effect at the discretion of HERE.

9. Arrangements on Termination: In the event that the Work from Home Arrangement is terminated by HERE, the Assigned Person will be required to immediately commence performing the role for HERE on a full-time basis from the location notified by HERE. Any equipment or supplies that the Assigned Persons may have obtained from HERE's office or at a cost to HERE should be promptly returned upon termination WFH, unless otherwise specified in writing by HERE.

10. Failure to comply with the terms of WFH Guidelines by the respective Assigned Person may lead to disciplinary action and termination of the Resource order by HERE

Alison



Company Confidential

07-Sep-21

Prachi Chaudhary

Mumbai

Dear **Prachi Chaudhary**,

We are pleased to inform you that based on your application and subsequent discussions you had with us, it has been decided to provide you an opportunity to undergo on the job practical training at our **Conneqt Business Solutions Limited** Offices / Centre for a period of **6 Months** from Date of Joining. You shall report to the training on or before **07-Sep-21** failing which it will be deemed that the opportunity given to you is withdrawn automatically.

You shall undergo the training strictly in accordance with the scheme of training of the company. If found not satisfactory, the training period may be extended for a further period of one month or the opportunity given to you will be discontinued at the discretion of the Management.

During the period of training you will be placed in different work locations of the company and your first placement for training will be at **Mumbai**. You will undergo on the job training under the supervision of designated supervisors, informed to you at the start of training.

During the period of training you will be required to participate in the assessment process implemented by the company from time to time to assess your learning on the job and skill levels.

During the course of evaluation, if it is found that your learning is not up to the mark as per the expectations of the management, the opportunity given for training will be discontinued and you shall have no claim what so ever on the company.

This offer of training is subject to verification of the particulars submitted by you and in case any particulars submitted by you are found to be false or incorrect, your training will be terminated without notice and you are required to pay equivalent to the One month Stipend Amount in lieu of notice.

The company works in shifts and hence the on the job training will take place in all the shifts. In view of the same you are required to attend to your training in shifts as advised by the officials of the company from time to time.

If you undergo training regularly on all the working days of the company you would be eligible for the Leaves as per the company policy.

You shall follow the same working days, working hours and holidays of the company. You shall be regular to your training. If you fail to attend the training continuously for a period of 8 working days, it will be treated that you have discontinued the training and hence the company reserves its right to claim compensation from you.

You may discontinue the training by giving thirty days' notice in writing to the company and similarly, the company may discontinue your training by giving thirty days' notice. Any deviation w.r.t the notice period is solely at the discretion of the company.

At any time, if your conduct, behavior, learning on the job etc., are not in conformity with the rules, regulations and expectations of the company, your training will be discontinued without any notice and payment in lieu thereof.

You shall be entitled to a monthly stipend as per the below mentioned grid.

Component	Amount (Rs.) Per Month
A. BASIC STIPEND	12902
B. PERFORMANCE INCENTIVE: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.	
PERFORMANCE PAY (5% of the Basic Stipend)	645
C. GROSS STIPEND (A + B)	13547.1

You will be covered under insurance as per the company policy which can change time to time as per the management discretion.

During the period of training you will be paid Stipend of **Rs. 13547.1** per month. Tax Deductions will be as applicable.

You are eligible for Performance Incentive: This will be payable on a monthly basis. The payout shall vary from 0% to 150% based on your PMI Rating. There would be no payout during the training period. The details of the policy will be communicated to you separately.

On successful completion of training, at the discretion of the Management, you may be offered an **Apprentice - Customer Care** position as a Probationer. You are required to work for a minimum period of one year with the company. If you leave the services without completing the mandatory period or if you fail to take up the employment as probationer, you are liable to pay the cost of training incurred by the company together with the stipend paid to you.

In all matters not mentioned herein above, you shall be governed by the rules, regulations or practices of the company pertaining to trainees from time to time.

Kindly note that you will not be entitled to any other benefits or perquisites.

This letter of training is sent to you in duplicate and we request you to kindly sign the duplicate copy of this letter as a token of acceptance of the terms and return it to us at the earliest.


With Best Regards.

For Conneqt Business Solutions Limited.



Tony Jacob Joseph
Associate Vice President – Human Resources.

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature: 

Name: Prachi Chaudhary

Date: **07-Sep-21**

Compose

Inbox

125

More

Sonica Mandikar <sonicamandikar16@gmail.com>

to me

----- Forwarded message -----

From: **Human Resources** <hr@cloudstrats.com>

Date: Sat, 26 Feb 2022, 4:56 pm

Subject: Congratulations ! You have been shortlisted || Cloudstrats || Sonica Anil Mandikar || Intern - Project Management

To: sonicamandikar16@gmail.com <sonicamandikar16@gmail.com>

Cc: Human Resources <hr@cloudstrats.com>, Leads <Leads@cloudstrats.com>, Recruiters <Recruiters@cloudstrats.com>

Dear Sonica,

Greetings from Cloudstrats !

This is with reference to your interview with us, we are pleased to announce that you have been shortlisted for the interview submitted, your candidacy will be evaluated and you will be informed for further process.

- Educational documents and training certificates
- Photograph
- Address proof

1. Pan Card [Mandatory]
2. Adhaar Card [Mandatory]
3. Driving License
4. Passport

In case of any queries or concerns, please feel free to contact us

Regards,



APPOINTMENT LETTER

Date: 5th January 2021

To

Ms. STELLA VANAPNOOR

Dear Stella,

In furtherance of the representations made by you during your interview and subject to fulfillment of terms and conditions mentioned hereunder, we are pleased to offer you an appointment as a **“Technical Jr. IT Recruiter.”** in our organization at **Mumbai** Location, at **Internal Division in HR** Department with effect from **20th December 2021** on the terms and conditions as stated hereunder.

You and the Company i.e Impact Infotech Pvt Ltd are sometimes collectively referred to as **“Parties”** and individually as **“Party”**.

The terms and conditions applicable to this appointment are recorded below for your consideration and acceptance.

1) Roles and Responsibilities

- a) You shall perform all responsibilities and duties, including without limitation on-site activities at customer site and other services more specifically mentioned in the SOW. These may change from time to time depending upon the business requirements of the Company.
- b) You will provide services in accordance with this Letter and Statement of Work (SOW), with professional standards of diligence, care and attention.
- c) You will provide services and complete the tasks assigned to you to the best of your ability. You will be responsible for achieving results both in terms of quality and quantity and as required by the Company's external as well as internal customers/clients. You will devote your full business time to the work of the Company and shall perform the duties assigned to you faithfully and efficiently. You shall endeavor to the best of your abilities to achieve the goals and adhere to the parameters/standards set by the Company.
- d) You will prepare a time sheet for the services provided during the month and submit the same to the Company whenever demanded by the Company.
- e) The working hours applicable to you will be the same as are observed depending upon your place of posting and amended from time to time. Further, you should be prepared to work on any shift(s), as may be warranted by the Company or its client / customer's work requirement.
- f) You may be required to work additional hours, on weekly off or any holidays as may from time to time be reasonable and necessary for the efficient performance of your assignment.

- g) You are expected to act in responsible and professional manner when you use the internet / email and other company / client / customer's facilities or assets or usage of computers of company / client / customer(s).
- h) You have to plan your leaves in advance and take approval from reporting officer before going on leave. Any uninformed leave will be treated as loss of pay and may call for disciplinary action such as termination or demotion.
- i) You may be deputed at the sole discretion of the Company to any of Company's client / customer to do work pertaining to or incidental to such clients / customer's business temporarily or permanently. During the tenure of the deputation, you will continue to be associated with the Company and your fees and applicable allowances shall be payable only by the Company. In this regard, you shall not receive any payments, either as fees, expenses, reimbursement or such other allowances, gifts, personal loans, directly from the Company's client / customer to whose site you may be deputed. You shall also abide by any training that may be offered to you by such client/customer. You may be required to sign a training bond for such trainings which may be conducted by client / customer. You will abide by the lawful instructions of such client/customer. You may have to obey and comply rules, regulations, policies and practices which are applicable to the place of deputation.
- j) You may be transferred permanently or temporarily to any other division, department or branch, post or the place or to the sister concern or associate of the Company which exists or may come into existence. Please note that transferability is an important aspect of these terms and conditions of your association with the Company, any modification in your emoluments, etc., will be communicated to you at appropriate time. The management of the Company reserves its right to shift the place/places of work anywhere in city or anywhere in India or abroad and in that event, you will have to make compliance for working at new place of work. Your association with the Company will be governed by the rules and regulations, etc., that may be applicable to the place of transfer. In addition, in the event of you being posted overseas, you will be required to sign appropriate document such as service agreement and fulfill the requirements specified therein and also adhere to the stipulations of the overseas deputation policies in force from time to time.
- k) The Company may, if required, provide or assist in providing necessary training and know-how to you to perform your functions under this Letter.
- l) The Company may at any time during the period of your association with the Company, change the agreed scope of services, deliverables, visit schedule, fee, or any other aspect of the Letter.
- m) The Company reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.
- n) You will not-
- i) violate Company's or any of its client/customer's policies/rules/regulations/practices/operating procedures as the case may be;
 - ii) engage in any conduct which discredits the Company, engage/participate in acts which are detrimental to the Company's operation or business;
 - iii) be negligent in performing your duties /responsibilities;
 - iv) perform any unlawful, unauthorized or illegal act, including without limitation theft, misuse, damage, withhold any of the property given/entrusted to you by the Company or its client/partner or any of its affiliates as the case may be, cheating, fraud, misrepresentation, approaching the

Company's clients/customers/partners/affiliates or any of its partner's clients/customers personally without authorization by the Company;

You shall be personally liable for any loss caused to the Company or its clients/customers/partners or any third party due performance of any act in violation of clause 1(n) of this Letter and the Company shall have the right to take appropriate action against you for such acts.

- o) You agree that for the term of your association with the Company and for a period of one (1) year thereafter, you will not engage in any other business activity directly related to the business in which the Company is now involved or becomes involved, nor will you engage in any other activities that may conflict with rendering services to the Company or impair the Company's business interest, unless specific written permission of the Company is obtained by you.
- p) You will not in any manner participate in or undertake efforts that are competitive to the alliance between the Parties during your association with the Company and for one (1) year afterwards. For abundant clarity, you agree that in the event that you are approached, directly or indirectly, by a customer/client/competitor of the Company through its relatives/affiliates or in any other manner whatsoever, you shall not provide any service independently or jointly with a third party to such customer/client/competitor without express written consent of the Company.
- q) You will be under probation period of 9 Months.

2) Discipline:

- a) During your association with the Company, you shall be subject to rules, regulations, policies and practices enforced by the Company from time to time in relation to designation, emoluments, fee structure, fee cycle, working hours, punctuality, conduct, discipline, leaves / holidays, business ethics or any matter relating to service conditions. Such rules, regulations, policies, practices shall be binding on you. Company's decision on all such matter shall be final & binding on you.
- b) The Company reserve the right to modify / alter or delete the existing service rules, regulations policies and practices or to introduce fresh service rules, regulations and policies / practices which will be binding upon you, whether these are individually notified to you or not.

3) Fees and benefits:

- a) Unless otherwise decided, you will be paid fees of INR 12755 for providing the services as per the SOW and the same shall be subject to applicable policies of the Company. The break-up of fees has been provided in Annexure A. The fees will be paid as per the Company's payment schedule. The fees will be subject to applicable statutory deductions.
- b) Fees may be changed by the Company at any time in its absolute discretion after providing a reasonable prior notice to you. You will not be entitled to any compensation or damages on account of the revision in the fees.
- c) The Company shall not be liable to pay for any services unless performed in accordance with the terms and conditions of this Letter and the SOW executed from time to time.
- d) You will be eligible for medical insurance as detailed in Annexure A.
- e) Your work performance will be reviewed from time to time by the Company. The appraisals/ promotions will be at the sole discretion of the Company depending upon, without limitation efficiency, performance, skill enhancement, regular attendance, leave discipline, work discipline, loyalty and good behavior of on your part. You will not claim appraisal/promotion as a matter of right.

- f) Any problems/concerns/grievances relating to fees and benefits will be referred to the Company's HR Department in writing and the problems/concerns/grievances will be addressed as soon as possible. In any case, you will not discuss fees/benefits related problems/concerns with any other employee, associate of the Company or with the Company's clients /customers/business associates.

4) Representations:

You represent and warrant that:

- i) You are not engaged in any unfair trade practice as defined under Section 2(47) of the Consumer Protection (Amendment) Act, 2019 or any other applicable law;
- ii) You have full right and authority to perform Services for the Company;
- iii) The performance of services under this Letter by you will not violate, conflict with, result in breach of the terms, conditions or provisions of, result in the creation of any encumbrance or constitute a default or an event creating rights of acceleration, modification, termination, cancellation or a loss of rights under any contract to which you are a party, including any non-compete or non-solicitation agreement/obligation, any approval, order, judgment, decree, or award to which you are a party or by which you are bound;
- iv) You shall ensure that you do not indulge in drug or alcohol abuse during working hours nor report to work under the influence of drugs (other than doctor prescribed drugs) or alcohol;
- v) You have the requisite skills and qualifications to perform Services under this Letter;
- vi) You shall perform the Services under this Letter in such manner as to not adversely affect the reputation and the goodwill of the Company or its business associates;
- vii) You shall ensure that you shall act diligently, ethically, soberly, and honestly. In case of any loss to the Company due to fraud, theft, misrepresentation or any other wrongful act committed by you, you agrees to indemnify and hold harmless the Company for the said loss;
- viii) You shall not transgress your responsibilities and not act in a fraudulent/unlawful manner and shall not misappropriate any product/any other property entrusted/given to you by the Company or its customer/client/partners/business associates/affiliates;
- ix) You shall maintain proper and accurate records relating to the conduct of the Services and shall at the request of the Company provide access to all the records and copies;
- x) No material information pertaining to your association with the Company is suppressed or withheld.

5) Confidentiality:

Confidential information of the Company means proprietary information of the Company including without limitation past, present or future research, development or business activities, operational methodologies, personnel information including compensation and benefits details, customer identities and contacts, partner identities and contacts, software methodologies and programs, financial information, business strategies, intellectual property, data, employee IDs, transaction volume, marketing and business plans, business, financial, technical, operational and such other non-public information (whether disclosed in writing or verbally) that the Company designates as being proprietary or confidential or of which you should reasonably know that it should be treated as confidential ("**Confidential Information**").

- i) You shall always, during the term of this Letter and after it has ended:
 - a) Keep secret and confidential all Confidential Information of the Company and shall not divulge such Confidential Information to anyone;
 - b) Not make any use of, or permit any other person to make any kind of use of the Confidential Information of the Company shared with you, without the Company's prior written consent;
 - c) Not copy or reproduce the Confidential Information of the Company, unless permitted in writing by the Company;
 - d) Maintain secure custody of the Confidential Information of the Company and use your best efforts to prevent its unauthorized use or disclosure.
- ii) You shall return the Confidential Information to the Company:
 - a. immediately upon the Company's request;
 - b. immediately upon the termination/expiry of this Letter, however occurring.
- iii) You shall destroy or delete all Confidential Information in any computer assisted or other storage medium immediately upon the Company's request or upon termination/expiry of this Letter, in the manner required by the Company (subject to applicable law and, with respect to the Company, its internal record-keeping requirements)
- iv) Confidential Information shall not include any information to the extent it: (a) is or becomes part of the public domain through no act or omission on the part of the receiving Party; (b) was possessed by the receiving Party prior to the date of this Letter without an obligation of confidentiality; (c) is disclosed to the receiving Party by a third party having no obligation of confidentiality with respect thereto; or (d) is required to be disclosed pursuant to law, court order or governmental authority, provided the receiving Party notifies the disclosing Party thereof and provides the disclosing Party a reasonable opportunity to contest or limit such required disclosure.

6) Data Protection

You acknowledge that in the course of performing your obligation under this Letter, you may have access to and process personal data relating to the Company (including its employees, applicants, customers, etc.) and/or other third parties ("**Company personal data**").

You acknowledge and agree that any data including without limitation, personal data must be processed solely for the purpose for which it is provided i.e. only on behalf and in accordance with Company's documented instructions. You acknowledge and agree that at all times personal data are processed in compliance with applicable data protection and privacy regulations. You shall:

- i. safeguard and protect Company personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorized disclosure, access, in particular when the processing involves the transmission of data over a network, and against all other unlawful forms of processing. You agree to provide a detailed list of such security measures and controls taken at the Company's request;
- ii. not process Company personal data for any purpose other than those necessary for the performance of Services under this Letter;
- iii. restrict access to all Company personal data, whether stored and processed electronically or otherwise, to such persons who have a specific need to access Company personal data, and will take reasonable steps to ensure the reliability of any individuals or entities who have access to Company personal data;
- iv. promptly inform Company about:
 - a) any breach (actual or threatened) of data provided to you and the steps you have taken to mitigate such breach;

- b) any request received directly from the data subjects concerned by Company personal data without responding to that request, unless it has been expressly authorized by Company to do so;
- c) Any legally binding request for disclosure of Company personal data by a law enforcement authority unless otherwise prohibited, such as a prohibition under criminal law to preserve the confidentiality of a law enforcement investigation.
- v. destroy and/or return all data immediately upon expiry/termination of this Letter, or earlier if the purpose for which such data is required has been fulfilled. It is clarified that Company may require you to delete, amend, modify or otherwise dispose 'personal data' at any time during your association with the Company;
- vi. defend, indemnify and hold harmless Company, its affiliates and its customers from and against any and all liabilities, costs, expenses, damages, injury, fines, claims, losses that arise from or in respect of use or misuse of data by you or otherwise attributable to any data breach pursuant to this Letter;

7) Ownership of Inventions and works of Authorship

- a) All inventions, ideas, trade secrets, works of authorship, concepts, developments, processes, techniques, improvements and related know-how which result from work performed by you alone or with others on behalf of the Company and /or its affiliate/group companies or from access to the Company's Confidential Information or property or which you may otherwise create in performance of your duties at any time during your engagement with the Company, whether or not patentable or registrable under copyright or similar laws and all translation rights related thereto ("**Inventions and Works**") shall be the sole property of the Company. You further acknowledge and agree that such Inventions and Works are "works made for hire" to the greatest extent permitted by law. You hereby irrevocably assign and agree to assign to the Company or its designee, your entire right, title and interest in and to all Inventions and Works throughout the world, in perpetuity, including all rights to obtain, register, perfect and enforce patents, copyrights and other Intellectual Property protection for Inventions and Works. You will disclose promptly and in writing to the Company all Inventions and Works which you have made or authored. During your engagement and for a period of two years from date of termination of your association with the Company, you will assist the Company to obtain and enforce patents, copyright and other forms of Intellectual Property protection on Inventions and Works.
- b) You acknowledge and agree that the assignment set forth herein is worldwide and perpetual and that you will have no right to reversion of the Inventions and Works, even if the Company does not exploit them.
- c) You hereby permanently waives all paternity, integrity, special, moral or similar rights, if any, that vests or may vest in you as of the date of any Inventions and Works are created by you. You further acknowledge and agree that through the complete and permanent waiver contained herein neither do your legal heirs retain any paternity, integrity, moral , special or similar rights in and to any Inventions and Works created by you. You hereby agree, at the request and expense of the Company, to provide any assistance as may be necessary to confirm your waiver of any paternity, integrity, special, moral or similar rights associated with the Inventions and Works that may vest in you.

8) Indemnification:

You agree to indemnify the Company and keep the Company indemnified against all losses, damages, attorney fees, compensation, costs and expenses whatsoever incurred by the Company due to any breach of the terms of this Letter by you.

9) Termination:

- a) Either Party may terminate this Letter on mutually decided terms after giving a written notice of minimum Sixty days. In the case of termination of association by you, the Company reserves the right to accept it with immediate effect without prior approvals from the Company's client/partner/associate. You will submit the notice of termination in writing or through e-mail to HR Department and reporting officer. You will be required to take letter of acceptance of termination from HR Department.
- b) The Company may immediately terminate this Letter if you do not perform Services in accordance with each requirement as set forth in this Letter.
- c) In the event the Company's client/ partner/customer terminates its agreement or SOW with the Company for any reason, the applicable SOW/WO between the Company and you shall automatically and immediately terminate.
- d) In the event the Company's client/partner/customer/associate terminates the project on which you are working or no new project is assigned to you, the Company reserves its right to immediately terminate your association with the Company.
- e) The Company reserves the right to immediately terminate your association with the Company if you commit any act which is detrimental to the interest of the Company or its partner/client/associate.
- f) Subject to the clauses (a) to (e) mentioned above, you will serve a notice period of Sixty working days from the date of written notice of termination of this Letter ("**Notice Period**"), failing which fee in lieu of the Notice Period payable to you shall be deducted. During the Notice Period, you shall complete the work/tasks already assigned or new tasks/work assigned to you in a proper and dignified manner.
- g) Any terms or conditions of this Letter which by their express terms extend beyond termination or expiration of this Letter or which by their nature will so extend will survive and continue in full force and effect after any termination or expiration of this Letter including without limitation any provision relating to indemnity, effect of termination and confidentiality.
- h) If this Letter terminates or expires for any reason then, it will not deprive the Company of any of its rights, remedies or actions that it has against you and the Company will be relieved of all obligations to you except for undisputed payment for the services performed by you before the termination or expiry date of this Letter.

10) Effects of Termination/Expiry:

- a) You shall cease using the intellectual property of the Company and return any Company's Property or any of its client/customer/partner's property which is in possession/use by you.
- b) All Confidential Information in your possession at the time of such cancellation or termination will be immediately assigned and furnished to the Company.
- c) You shall complete all pending actions with respect to your responsibilities under this Letter in a timely and orderly manner.
- d) All amounts owing from you to the Company shall become immediately due and payable.
- e) The undisputed dues will be paid to you only after you have returned all Company's Property and/or its client/customer/partner's property which may be in your possession and after taking clearance from the HR department. You shall obtain a no due certificate from your reporting officer of the Company and/or client, administrative department and accounts department. If there are any dues owing from you to the Company on account of short notice of termination or loss of Company or clients / customer's property/ damage or any other reason whatsoever, the same may be adjusted against any payables due to you by the Company.

- f) Exit interview: You may have to undergo 'Exit interview' which will be conducted by HR Department. After the Exit interview, the relieving and experience letter will be given.
- g) Subject to clauses mentioned above, your undisputed dues will be settled after sixty days calculated from the date on which your Notice Period ends or in case of immediate termination, after ninety days from the date of intimation of termination by the Company.
- h) This clause and any other relevant provisions of this Letter shall survive the termination/ expiration clause and remain in full force and effect.

11) Return of Company Property and/or Customer Property

For the purpose of this Letter, "Company's Property" shall include without limitation all the works, papers, records, data, notes, drawings, files, documents, samples, opinions, stationery, research materials, checklists, dockets, devices, processes, gadgets, parts, software's, hardware's, tools and materials including copies in whatever form and translations into any other language, any Confidential Information or any other data or intellectual property relating to the business of the Company.

You agree to return all Company's Property, all copies thereof and /or the Company's customer/client/partner's property in your possession at any time upon the Company's request and/or in case of termination/expiry of this Letter within 7 days from date of resignation/termination/separation. You acknowledge and agree that withholding/not returning the Company's Property and/or its customer/client/partner's property will result in a considerable amount of financial loss, loss of goodwill and business of the Company. In the event of failure on your part to comply with this obligation, you will be liable to pay the cost of the Company's Property and /or the Company's customer/client/partner's property in your possession along with an amount of Rupees Two Lakh Only as compensation to the Company. The Company reserves its right to withhold the full and final settlement of fees and other benefits to you till such amount is received in full from you.

12) Dispute Resolution

The courts at Pune will have exclusive jurisdiction to settle any disputes or claims which may arise out of or in connection with this Letter. Prior to referring any dispute, claim or disagreement to the courts as aforesaid, the Parties may negotiate in good faith to resolve any such dispute, claim or disagreement.

13) Independent contractor relationship

The relationship between the Parties created by this Letter shall not be construed as one of agency, partnership, joint venture, franchise and/or employer/employee. The Parties agree that your relationship with the Company is that of an independent contractor. Accordingly, you acknowledge and agree that you will not be entitled to any benefits which are exclusively given to the employees of the Company. You shall not have any authority to a) approve or sign any documents and b) take decisions on behalf of the Company, unless expressly authorized for such acts by the Company.

14) General Provisions:

a) Force Majeure

"Force Majeure" means and includes any Vis Major (act of God) and also any circumstance beyond the reasonable control of the Parties hereto, including without limitation, the following: any act of nature or the public enemy, accident, explosion, pandemic, fire, storm, earthquake, flood, drought, perils of the

sea, casualty, strikes, lock-outs, labor troubles, riots, sabotage, embargo, war (whether or not declared), governmental laws, regulations, orders, or decrees, unavailability of raw material or seizure. In case the performance of any terms or provisions hereof shall be delayed or prevented because of an event of Force Majeure, the affected Party may, at its option, suspend performance during the period such cause continues, and no liability shall attach against either Party on account thereof. Any Party suffering an event of Force Majeure shall diligently attempt to remove such cause or causes with reasonable efforts. Performance times under this Letter will be considered extended for a period of time equivalent to the time lost because of any delay which is excusable under this clause; provided, however, that if any such delay continues for a period of more than thirty days, the Party not claiming excusable delay will have the option of terminating this Letter, upon notice to the Party claiming excusable delay.

b) **Waiver**

No failure of either Party to pursue any remedy resulting from a breach of this Letter shall be construed as a waiver of that breach or as a waiver of any subsequent or other breach unless such waiver is in writing and signed by the non-breaching Party.

c) **Severability of terms**

If any provision of this Letter or any SOW is held invalid or unenforceable, the remaining provisions will not be affected. In such event, the invalid or unenforceable provision will be replaced by a mutually acceptable provision that comes closest to the original intent of the Parties or will be modified to conform to the most expansive permissible reading under the law consistent with the intention of the Parties expressed in the invalid/ unenforceable provision.

d) **Publicity**

You will not publicize the existence of this Letter or any of the Services performed hereunder without the Company's express written consent.

e) **Assignment and Sub-Contracting**

You shall not assign or sub-contract, in whole or in part, your rights and obligations under this Letter without the express written consent of the Company.

f) **Governing Law**

This Letter is to be governed by the laws of India.

15) Medical fitness:

This offer is subject to you being found medically fit and submitting a medical practitioner's certificate to that effect. The continuation of your association with the Company is subject to you being found and remaining physically and mentally fit.

16) Other terms and conditions:

- a) The terms and conditions and other stipulations covered under this Letter, the SOW and the annexure attached herewith, shall form the sole basis of relationship between you and the Company and no other promises, assurances or indications of any kind, shall form part of this Letter, unless the same is specified in writing to that effect.
- b) Beside above conditions, you will abide by the service rules and regulations or certified standing orders or any office orders which may be issued from time to time or which may be in existence or may come into existence from time to time.
- c) This appointment is based on the information given by you to us in your company application form and otherwise, and shall be considered null and void and liable for termination without any notice or payment

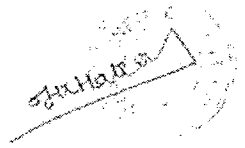
of fees in lieu of notice, if any information provided by you is found false or incorrect or suppressed, upon verification or anytime during your service. In that eventuality, the management of the Company can recover the payment made to you towards your fees during your association. This letter & its terms are deemed to be accepted by you on transfer of your first fees.

We welcome you to our organization and look forward to a rewarding and happy association with us.

Regards Read, understood and Accepted By

For
Impact Infotech Pvt Ltd

Accepted by



Hitesh Hatkar
HR Manager
Recruiter - Dipika Rotkar

STELLA VANAPNOOR

ANNEXURE A


Fee Structure

Salary Structure	Monthly	Yearly
Basic	5102	
DA	2551	
HRA	2551	
Bonus	638	
Special Allowance	1913	
Gross Salary	12755	153060
Employee Deduction		
TDS	255	
Insurance	500	
Total Deduction	755	9060
Take Home	12000	144000
CTC(A+D)	12755	153060

Declaration

I have read and understood the contents of the Appointment Letter and agree to abide by the same.

Name : STELLA VANAPNOOR

Signature : 

Place : Dombivli

Date : 19-03-22

Dec 10, 2021

OFFER LETTER

Dear Sonal Savalaram Sonawane,

This is with reference to the discussion that we had with you, we are pleased to offer you the position of Relationship Manager in HDFC securities Ltd.

Grade : Executive
Department : Digital Center - Thane
Location : Thane Wagle Estate

A detailed appointment letter will be issued to you on your joining and completion of procedural formalities. The annual compensation and benefits applicable to you is attached as annexure, you may please go through.

We request you to join us at the earliest but not later than December 15, 2021 failing which the offer stands revoked.

On the day of your joining you will be required to provide photocopies of the following documents:

1. Passport Size color photographs (4No.s)
2. Attested copies of Educational/ Professional Qualification degrees (HSC/ Graduation/ PG/ MBA)
3. Proof of Date of Birth
4. ID proof (PAN card, Driving license, Voter ID)
5. Residence proof (Ration card, Voter ID, Electricity bill, etc)
6. Relieving Letter from previous employer

Condition Precedent

1. The organization receiving satisfactory character reference to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at some stage of your career. Additionally, the organization reserves the right to seek references from your current/ previous employer at any stage, subsequent to your acceptance of this offer letter.
2. In case of negative feedback, the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
3. The organization receiving attested copies of all your degree and professional qualification certificates.
4. The organization receiving a satisfactory report of a routine medical examination with your medical center (if applicable)
5. NISM series 8 clearance certificate at the time of joining or within 90 days of joining (if applicable), failure of which the company reserves the right to take any strict action against your employment with HDFC securities Ltd.
6. Subject to successful completion of the training and assessment (if applicable)

Kindly send your acceptance of this offer through a reply to this mail and the contact details of two professional references. You are advised to confirm your acceptance within 3 days of receiving this offer, post which the offer, by design, is withdrawn.

We look forward to your long career with us.

Regards,
Hudka Komal Bhagvanjibhai
Authorized Signatory- HR
HDFC securities Ltd.

Annexure - I				
Name		Sonal Savalaram Sonawane		
Grade		Executive		
Designation		Relationship Manager		
Total CTC (Rs.)		252,000		
N O	Particulars	Heads	Per Month(Rs.)	Per Annum (Rs.)
A	Monthly Components	Basic	4000	48000
		House Rent Allowance	2400	28800
		Medical Allowance	1250	15000
		Conveyance Allowance	0	0
		Supplementary Allowance	9791	117489
Gross Salary			17,441	209,289
B	Annual Components	ESI (Employer Contribution of 3.25% of monthly gross)		6802
		LTA		0
C	Retiral Benefits	PF (Employer Contribution of 12% of Basic wages)		21600
		Gratuity (4.81% of Basic)		2309
Gross CTC (D= A+B+C)				240000
E	Perquisites	Housing Loan Interest Subsidy		0
		Special Allowance		0
F	Premium	Car Allowance		0
		Mediclaime & Personal Accidents Cover Premium		12000
Total Cost To Company				252,000

Notes :

- 1) Group Mediclaime Insurance Cover for self and family as per policy
- 2) Housing Interest Subsidy is eligible only to those who have availed Loan and is applicable post confirmation
- 3) Employee has the option of availing meal coupons to the value of Rs.26,400/- pa from the supplementary allowance.

Hudka Komal Bhagvanjibhai

Authorized Signatory- HR

HDFC securities Ltd.

To

HDFC Securities Limited,
I Think Techno Campus,



Building - B, "Alpha",
Office Floor 8,
Mumbai 400042.

Dear Sir/Madam,

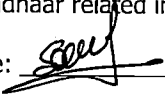
Sub: Voluntary submission of Aadhaar for the statutory benefits

I hereby submit voluntarily at my own discretion, a self-attest e-print copy of Aadhaar card as issued by UIDAI, to HDFC Securities Ltd. for the benefits under Provident Fund (PF) contribution/ ESI /Statutory contributions.

The consent and purpose of collecting my Aadhaar number has been explained to me and as informed me that my Aadhaar number submitted to HDFC Securities Ltd herewith shall not be used for any other purpose other than mentioned above.

I hereby declare and affirm the above that all the information voluntarily furnished by me is true, correct and complete.

I will not hold HDFC Securities Ltd. or any of its officials responsible for any consequences arising in case of any aadhaar related information provided by me.

Signature: 

Name : **Sonal Savalaram Sonawane,**

Enclosure: 1) Self-attested copy of Aadhaar



Name: Varsha Ravi Poojary

Address: Room no: C/08, 1ST floor, nav surbhi CHS Ltd.,
Near amba bhavani mandir, Dombivali- 421202,
Dombivli - 421202,
India

Dear Varsha Ravi Poojary,

We are pleased to inform you that based on your application and the Subsequent interviews you had, you have been selected for the position of **Accounts Executive**.

Your joining date will be **Friday 24 September 2021**

On the first day of the employment, please report to:

Company Address: Accenture Services Pvt Ltd.,
Building No.02, Mindspace - Airoli (SEZ), Thane Belapur Road, Thane, Navi Mumbai - 400708, INDI,
India

Reporting Time : 9:30 AM

You will be paid a gross annual salary of **Rs. 1,92,600/- (One Lakhs Ninety Two Thousand Six hundred only)**.

Your salary composition and other details are listed in the Employment Agreement annexed to this letter. Please indicate your acceptance to the Employment Agreement by signing and returning it within seven days from the date of this letter to the following address. Please retain the second copy for your records.

Joules to Watts Business Solutions Pvt. Ltd
3rd floor, Vaswani Presidio
Bangalore - 560103

I look forward to welcoming you in our organization.

Should you need any further clarifications, please feel free to contact us.

HR Signature

Candidate Signature

Joules to Watts Business Solutions Private Limited
3rd Floor Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

EMPLOYMENT AGREEMENT

COMPENSATION STRUCTURE:

Your individual compensation is strictly between yourself and the Company. It has been determined based on various factors such as your job, skills, specific background and professional merit. This information and any changes therein should be treated as personal and confidential.

Your total annual CTC will be **Rs. 1,92,600/-** and its composition will be as follows:

Head	Annual	Monthly
Basic Salary	96,300.00	8,025.00
House Rent Allowance (HRA)	38,520.00	3,210.00
Stat Bonus	8,021.79	668.48
Medical	11,162.00	930.17
Telephone	12,000.00	1,000.00
Leave Travel Allowance (LTA)	3,558.21	296.52
Gross Earning	1,69,562.00	14,130.17
PF Employer Contribution	17,527.00	1,460.58
PF Employee Contribution	17,527.00	1,460.58
ESIC Employer	5,511.00	459.25
ESIC Employee	1,271.72	105.98
Net Take Home (Varies depending on Taxes)	1,43,700.33	12,222.31
CTC	1,92,600.00	16,050.00

1. Income Tax, Professional Tax and other applicable taxes shall be deducted from the salary on a monthly basis as per Government Policy.

The salary will be processed on 3rd Working day of every month. However, if the 3rd falls on a holiday, salary will be paid on the next working day. The monthly pay slips will be made available electronically.

If the joining date is after 20th of the month first salary will be processed along with the next payroll.

Salary will be disbursed on receipt of your PAN card number.

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www.joulestowatts.com

CIN : U74900KA2014PTC076748



TIME SHEETS:

Shall send a hard copy/soft copy of the time sheets duly approved and signed by your Supervisor one business day in advance for processing salary every month to the following address:

Joules to Watts Business Solutions Pvt. Ltd
SJR I Park, Tower 4 Ground floor, Opposite to Satya Sai Hospital
EPIP Zone, Whitefield, Bangalore-560066

Delay in receiving the approved time sheets will result in a delay in payment of your salary.

STATUTORY BENEFITS:

You will be governed as per the respective acts of ESIC, PF, Bonus & Gratuity, as per the rules in force, from time to time.

BACKGROUND CHECK:

The Company reserves the right to verify the information furnished by you in your application for employment and through other documents. If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed / suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.

MEDICAL CHECK:

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

NO-SHOW:

Failure to report at the specified office on the **Friday 24 September 2021** shall be deemed as "No-Show". In such an event, the offer stands cancelled, and you shall be liable to pay one month's salary as penalty to the company for the loss suffered by the company.

JOB ROLES & RESPONSIBILITIES:

You shall be responsible for the performance of the functions expected of **Accounts Executive** and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company.

You shall use the best of your efforts to promote, develop and extend the business of the Company and comply with the directions and regulations of the Company at all times, and in all respects.

REVIEW PERIOD:

Your performance will be reviewed to consider salary revision after 12 months from the date of joining.

ASSIGNMENT:

You shall acknowledge that the services to be rendered by you are unique and personal. During your service with the Company, you shall not assign any of the rights or delegate any of the duties or obligations under this Agreement without the prior written consent of the Company.

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CIN : U74900KA2014PTC076748



LEAVE:

You would be entitled to get maximum of 21 days of leaves per year. (pro rata bases)

HOLIDAYS:

As each region may have a different set of holidays, your holiday schedule will be governed by your office location.

DOCUMENTATION:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents, and declarations as may be deemed necessary by the Company and/or its clients (including privacy and confidentiality agreements).

INDEMNITY:

You shall keep the Company indemnified for any damages, which the Company or its client may suffer due to any act/acts by you including breach of any terms of this agreement.

UN-AUTHORIZED ABSENCE:

Any absence for 3 consecutive business days without prior permission will be treated as un-authorized absence from the work. In such a case, the Company is entitled to terminate your services and/or seek compensation for any loss suffered by the Company or its Client due to such an absence.

CONFIDENTIALITY & NON DISCLOSURE:

You hereby acknowledge that by the reason of your services with the Company you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources ("Confidential Material") and such Confidential Material constitutes the property of the Company and/or its clients, enables the Company and/or its clients to compete successfully in business and was acquired or created by the Company and/or its clients at substantial expense. In consideration of your services and the above disclosures, you agree that:

You will disclose to the Company all information, inventions, discoveries, products, systems, programs, documentation including improvements or modifications ("Proprietary Material"), relating to the Company and its clients which you acquired or developed during the term of your services with the Company and that such Proprietary Material is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours, at the Company facilities, or with the Company property or personnel. You will not disclose any such Proprietary Material to any unauthorized person during or after the completion of services with the Company.

You will not remove from the Company premises and/or the premises of its clients any Confidential Material, except in the performance of your duties. Upon termination of your services or when called upon by the Company, you will surrender all such Confidential Material together with any other the Company property that have been provided to him/her by the Company and/or its clients.

You agree to comply with a supplementary agreement, when issued, between the Company and a client regarding privacy and confidentiality. Such agreement will be incorporated into this Agreement by reference, including improvements or modification. "Proprietary Material" relating to the Company and its clients which you acquired or developed during the term of your services with the Company and its client is the sole property of the Company or its clients, regardless of whether or not its acquisition or development occurred during work hours.

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www.joulestowatts.com
CIN : U74900KA2014PTC076748



NON COMPETE & NON SOLICITATION:

You agree that during your services with the Company and continuing for a period of twelve (12) months after termination of your services with the Company, you:

- a) Will not individually or on behalf of or in conjunction with any other person or entity (except on behalf of the Company), directly or indirectly, solicit, sell to, or perform similar services as provided by or available from the Company, for any clients of the Company.
- b) Will not seek and obtain employment, training, or contract for employment or seek to serve as you or otherwise to clients of the Company, customers, accounts or prospects, without the written permission of the Company.
- c) Will not directly or indirectly solicit or hire or cause others to solicit or hire any other employee of the Company.
- d) Unless pre-approved by the Company in writing, you will not, during the period of this assignment, prepare, compile, submit or publish any articles or contribute to any other publication or television serials / films / video presentations or assist anyone directly or indirectly in this regard.

WAIVER:

A waiver by the Company of a breach of any provision of this Agreement by you shall not operate or be construed as a waiver or estoppel of any subsequent breach by you. No waiver shall be valid unless in writing and signed by an authorized officer of the Company.

JURISDICTION:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

LEAVING THE COMPANY WITHOUT SERVING NOTICE PERIOD:

If you wish to leave the services of the Company, a clear written notice of 30 days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice.

However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

TERMINATION BY THE COMPANY:

The company may terminate your services with or without cause under the following conditions:

With Cause: The Company may, immediately and without notice, terminate your services with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit; (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this letter; (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer. (7) Providing any false information to the company.

Without Cause: (a) In the event that the employment is terminated without Cause, the EMPLOYEE will be provided with a 30 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last basic salary.

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TERMINATION BY EMPLOYEE:

If you wish to leave the services of the Company, a clear written notice of 30 days has to be given to the Company. In case of failure to give such written notice within the prescribed time, you are bound to make good the loss suffered by the Company and any other charges/liabilities Company incurs consequent to the failure to give required written notice. However, due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period.

MORAL CONDUCT:

You shall not resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to your service or the service of any other employee.

ALTERNATIVE EMPLOYMENT:

You will be a whole time employee of the Company and will not engage yourself directly or indirectly in any other trade, business, profession or any other employment part time or full time anywhere in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the management in this respect are final and binding. Breach of this condition shall lead to the termination of your services by the company without any notice or compensation.

COMPANY PROPERTIES IN YOUR POSSESSION:

You are expected to take proper care of company properties entrusted to you by the company.

In the event of your resignation/termination you are obliged to return all the company's property like access/ ID card, documents, machines, data, files and books etc., in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor or any other person nominated by the management for this purpose.

CHANGE OF ADDRESS:

Any change of residential address should be intimated to the department head in writing within 3 days from the date of such change. Your address as indicated shall be the correct address for sending all communications to you unless other wise intimated in writing by you. Communications addressed to you at the above address shall deem to have been duly served.

CODE OF CONDUCT:

During your services with us, you are expected to behave and perform in a manner that preserves the Company's and its Client's values and commitments.

Any or all of the terms and conditions pertaining to your services with the Company may be modified or changed at the Company's discretion. In the event any terms/conditions are changed, the same shall be informed to you in writing.

PLACE OF EMPLOYMENT AND TRANSFER:


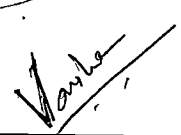
You acknowledge and agree that you may be assigned, or liable to be transferred or deputed from one place to another and / or from one department / unit to another or any other subsidiary /Associate Establishment/or their contractors and clients either existing or to be set up in future any where in India or abroad purely at the discretion of the management depending upon the needs and requirement of the company. On such assignment, transfer, or deputation you will be governed by the Rules and Regulations and other working /service conditions as applicable at the place of posting including to consent to add/or agree to certain other agreements.

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Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748



DECLARATION:

This is to confirm that the documents and information provided by me to the Company for the purpose of my services are true and accurate to the best of my knowledge and belief. I also agree that the various terms and conditions set forth in this Agreement are fair, just and reasonable and I shall strictly adhere to the terms specified.

 	September 23, 2021 ----- Date
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JoulestoWatts Business Solutions Private Limited
3rd Floor, Vaswani Presidio, Panathur Main Road,
Off Outer Ring Road, Bangalore, Karnataka- 560103
www.joulestowatts.com
CIN : U74900KA2014PTC076748

EMPLOYMENT OFFER LETTER


Date: 1st Feb 2022

Mr: Poonam Suresh Pasi

Greetings from Cogent!

Subsequent to our discussions, we are delighted to offer you the position of **CSA** with Cogent E Services Limited. We are excited about the talent you will bring to Cogent and look forward to having you as a part of the team.

We would like you to join your duties with reference to the below details.

	Interview ID	INT022022312280
	Candidate Name	Poonam Suresh Pasi
	Date of Interview	2022-02-01 11:52:51
	Interviewed By	Rajinder Saluja
	Offered Salary (Monthly)	16000
	Date of Joining	2 nd Feb 2022
	Stipend	INR 3000 For 30 Days, w.e.f Date Of Joining, This will be payable only on successful completion of training and certification

Your Annual Cost to Company (CTC) post successful completion of the training & certification will be **Rs 192,000 CTC** annually.

As a part of Cogent e-joining process, you will be required to share scanned copy of a list of documents on Company online joining portal. The link for uploading the documents shall be received on your registered e-mail id / contact number.

You are expected to complete your e-documentation formalities before you join 2nd Feb 2022. Please carry all your original documents (identity proof documents, educational and experience documents) at the time of joining for verification.

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.



Cogent also conducts a background verification for all employees. In case of any falsification or misrepresentation at the time of interview/ data submission, Company reserves all rights to terminate the employment without any notice.

You are requested to kindly go through the offer letter carefully and join us within 3 working days of the offered 2nd Feb 2022. By any means if you fail to join on in the given time, this letter will be automatically considered as null and void.

If you have any query, please contact us on **9891886100**.

We congratulate you and wish you a long and successful career with Cogent. We are confident that your contribution will take us further in our journey towards becoming industry leaders.

We assure you of our support for your professional development and growth.

Yours truly,
For Cogent E Services Limited

Authorized Signatory

Cogent E Services Limited does not charge any recruitment fees from applicants for offering the job. No 3rd party is authorized on behalf of the company to make employment offers. Please contact on 9891886100 if anyone asks for favor against the job placement.

Cogent E Services Limited
Website: www.cogenteservices.com

Date : 14-Sep-2021

Name : MANISHA RAMMURAT UPADHAYA
Address : ROOM NO 18 MUKTABAI PATIL CHAWAL NEAR KOPER STATION KOPER GAON DOMBIVALI WEST
421202
Employee Code : AS523579

Dear Sir / Madam,

We are pleased to appoint you in our organization as **JUNIOR RELATIONSHIP OFFICER (Grade – E1)** in the **RETAIL ASSETS CONSUMER LOAN PERSONAL LOAN BRANCH SALES** department on the following terms and conditions:

1. Commencement / Term:

You are required to join our organization on or before **16-Sep-21** . Your place of work shall presently be at **THANE**.

You will be on orientation period of 6 (Six) months and up on satisfactory performance your confirmation will be due. However the company reserves the rights to extend your orientation for a certain period which will be notified to you.

The responsibilities and tasks assigned to you under this Appointment letter synchronize with the definite time line schedules of completion of various project assignments mutually agreed by our company, with our esteemed client Axis Bank. As our employee, you shall perform your services in a professional manner and shall ensure that the time bound tasks are substantially completed as may be mutually agreed and reviewed on case to case basis by your Reporting authority.

2. Remuneration :

Your remuneration would be set as follows :

Compensation	Monthly (Rs)	Annual (Rs)
Basic	6174	74088
HRA	3087	37044
Bonus	1750	21000
Special Allowance	2204	26448
Mobile Allowance	500	6000
Employer Provident Fund	1275	15300
Employer ESIC	446	5352
Gratuity	297	3564
CTC	15733	188796

Salary and grade offered to you as above is based on the representation made by you during your interactions with the Company officials and / or documents submitted by you. In case of any discrepancy, company reserves the right to alter / modify / withdraw the offer made to you.

3. Gratuity :

Employee will be eligible for payment of Gratuity subject to fulfillment of the payment of Gratuity Act of 1972.

4. Incentive Scheme :

You will participate in the Sales Incentive Scheme and would receive incentives based on your performance and contribution to the organization as per the scheme. We will be happy to discuss this with you on your joining us. Kindly note that you will not have any right to claim any performance incentive from the company, if you resign or abscond or if you are separated from the company for whatsoever reason.

It is further agreed between you and company that the incentive payable if any, based on your performance and productivity is in lieu of any other bonus including bonus based on profits payable under any law.

5. Transfer :

The Organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

6. Leave :

You will be eligible for leave as per company rules subject to approval from the competent authority. It may be noted that leaves cannot be deemed as granted unless sanctioned by competent authority. No leaves can be taken during probation period. Women employees who have completed working 80 days with the organization shall be eligible for Maternity leave as per the policy.

7. Unauthorized Leave / Absence :

If you are on unauthorized leave and absent for more than seven (7) days without any intimation to the company then it would be deemed that you are not interested in continuing with the organization and you would be automatically ceased to be an employee of the organization and in such a case you will be terminated from the services of the company with or without any intimation

8. Job Profile :

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

9. Professional Ethics and Confidentiality :

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

10. Notice Period:

During the probation period either party can terminate the services by giving 3 days' notice or Basic salary in lieu thereof at organization's discretion. After confirmation, either party can terminate the services by giving 7 days' notice or Basic salary in lieu thereof at organization's discretion. After successful completion of orientation period either party may terminate the employment under this Appointment letter by issuing 7 days' notice in writing or payment in lieu thereof. You will be liable to submit all the company's assets, data etc provided during your tenure in the company for carrying official duties at the time of separation from the company. Please note that you are required to complete the exit formalities within 7 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 7 days.

11. Reference Check

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references who have supervised you in professional capacity at same stage in your academic / professional career.

12. Termination of Employment :

Your services with the organization are liable to be terminated in the event of :

- a) Any breach of the conditions mentioned in this letter on your part,
- b) Any incorrect information furnished by you
- c) Suppression of any material information by you ; and
- d) Your performance level is below the expected level and / or the business target, as set out for you from time to time, has not been achieved by you.
- e) Violation of Company's (client's) code of conduct.

13. Retirement / Statutory Benefits :

You will be eligible for Retirement Benefits of the organization namely Provident Fund and Gratuity as per the company policy which will be governed by relevant laws to this effect

14. Change in the Personal Details :

You shall intimate the Company about any change of your residential address (permanent and or current), qualification and other personal details within five days from the date of change of such details.

Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non intimation of change in your residential address to the



company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitutes service conditions to your employment in the organization in addition to the code of conduct and other laid down guidelines. The organization reserves the right to change the terms and conditions of your employment set out in this letter of Appointment. Any future changes in the company policies, rules, regulations and your employment terms will supersede the terms and conditions mentioned in this letter. The courts in **Mumbai** will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditioned mentioned herein.

A list of documents to be submitted at the time of joining is given for your information. We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship

With warm regards,
For **IKYA Human Capital Solutions** (A division of Quest Corp Limited)

Tej Hans Raj Singh
Vice President - Operations | Staffing

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

Name: **MANISHA RAMMURAT UPADHAYA**
Signature:.....

Emp Id: AS523579

Place:.....

Date:.....

**BE YOURSELF,
MAKE A DIFFERENCE.**

accenture

24-Dec-2021

C5946724



**For Accenture use only*

NAVAMI Narsimha DEVADIGA

**Shree shiv Samarath BLDG, Room no 203, 2nd floor, D wing, NR Gokul Banglow, Azdepada road, Dombivli
Management Level - 13
Sublevel - 3**

**Job Profile - Transaction Processing New Associate
Job Family Group - Business Process Delivery
Business Deal - Contact Center**

Dear NAVAMI,

Based on our recent discussions with you, we are pleased to extend you an offer to join Accenture Solutions Private Ltd (hereinafter referred to as 'the Company') in Mumbai, India as per the below terms and conditions:

Your employment with Accenture will be governed by the clauses mentioned in the attached 'Terms of Employment' (Annexure 2) effective from your date of joining. You are required to carefully read and understand these Terms of Employment before responding to this offer.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet, to Accenture upon joining Accenture but no later than within 6 months of the result being declared by your institute. Failing which, Accenture may, in its sole discretion, elect to terminate or suspend your employment immediately.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

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

Version 7.6 Dec 2021

1

Candidate's Signature

Reference Id: a2389ea9-003d-4194-bee9-52a2c67ee8aa_2

Signed By: Jal Rumi Master

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

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 4 'Documentation'.

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

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

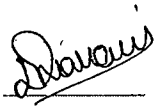
You will be expected to work from the office in the location tagged to your role. In the current circumstances you may be allowed to work from home temporarily based on your assigned project. This offer is contingent to the above mentioned agreement.

You are required to provide copies of all mandatory documents required by the Company before joining and during the course of your employment, as per the timelines specified/communicated by the Company from time to time or any alterations/amendments as per the discretion of the Company. These documents include, but are not limited to, your education and past employment/s. The offer of employment and your employment with the Company is dependent on timely submission of such required documents. Non furnishing of mandatory document/s as per the manner and within the specified time shall result in termination of employment.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive the above requested documents from you before the expiration of this period or after receiving your acceptance of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date.

Your annual total cash compensation will be **INR 201840** and will be structured as per the attached Annexure 1 'Compensation Details'. This will continue to be applicable until further communication on the same. All payments to you will be subject to deduction of tax at source as per the prevailing laws and necessary deduction of statutory amounts payable in your case. The terms of employment, accompanying annexures, schedules to this letter, together constitutes the terms of offer being made to you.

NAVAMI, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to call **priya.varma** at **7208767128** should you have anything you would like to discuss further.



We believe you have a successful career ahead of you and look forward to your joining us.
Yours sincerely,



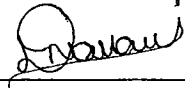
Jal
Managing Director - Accenture Operations in India & Sri Lanka

ACKNOWLEDGED AND AGREED:

Navami Narsimha Devadiga
[Insert full legal name]

Date: 5-1-2022

Candidate's signature



ANNEXURE 1

Your compensation is as mentioned below:

Total Cash Compensation		
	Annual(INR)	
(A) Annual Fixed Compensation*	INR 174000	
(B) Variable Bonus earning potential	Min.	Max.
	0%	16%
Annual Total earning potential (A+B)	Min.	Max.
	INR 174000	INR 201840

*Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable.

-Annual fixed compensation of INR 174000/-; this includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. The said amount includes employer's contribution to Provident Fund, as applicable.

-Variable Bonus: You will be eligible to participate in the FY22 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from 0% to 16% of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the IPB, including but not limited to your individual performance achievements and the Company's performance. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the IPB programme guidelines. The IPB will be paid out subject to you being on the rolls of the Company on the date of disbursement of these payouts and will be prorated based on your tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Note: For International Worker Only*

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

*As defined by applicable law from time to time.

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Stat Bonus amounts if payable to you. Such stat bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Stat Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

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

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

1. Effective your date of transfer Medical Insurance for self, spouse and 2 dependent children up to INR 300,000 per annum. Premium for this will be paid by the company. You have the option of availing Accenture negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to INR 500,000 per annum. The entire premium for this will have to be borne by you. This plan allows for

coverage of pre-existing ailments.

For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined co pay, as under:

- 10% of such claims for self, spouse and 2 dependent children
 - 20% of such claims for parents, parents in-law and additional children under the separate Insurance plan
2. Personal Accident coverage up to three times your annual fixed compensation
 3. Life Insurance coverage equivalent to one time of annual fixed compensation with a minimum cover of **INR 5,00,000**
 4. Gratuity as per The Payment of Gratuity Act, 1972

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

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

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

[Handwritten Signature]

ANNEXURE 3

DECLARATION

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

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

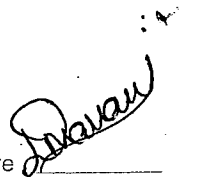
I hereby represent and warrant that I shall not bring into the Company premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to the Company, including any such documents or materials from my previous employer.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

ACKNOWLEDGED AND AGREED:

Navami . Nargimha . Devadiga

[Insert full legal name]

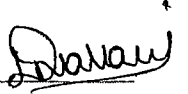
Date: 5-1-2022

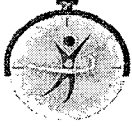


ANNEXURE 4

REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photograph
2. Copy of highest education certificates
3. Copy of any mark sheets (Last semester mandatory)
4. Relieving Letters from previous employer
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc)
6. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
7. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.





AARGE Staffing Services (P) Ltd.

driven by human values

14-February-2022

Ms.Pranjal Arun Nandgaonkar,
D/O.Arun,
Nakul Patil Banglow,
A2/20, Shri Mahesh Chs Devi Chowk,
Shastri Nagar, Dombivali, Vishnu Nagar,
Thane, Maharashtra - 421202

Dear Ms.Pranjal Arun Nandgaonkar,

Sub: - Dual employment clause in appointment letter

Dear Member

We pleased to confirm our offer of employment to you for a regular full-time / Part time position with Aargee Staffing Services Private Limited as a "Business Associate", effective from 15-February-2022.

"Executive hereby declare that he/she will be the full time / part time employee of the AARGE Staffing Services Private Limited. And he/she is not under employment in any other firm or company."

Accepted by

Name - Pranjal Arun Nandgaonkar

Signature -

Pranjal.AN

Corporate Office : No.177/103 Ambah Building, 3rd Floor Anna Sarammugam Salai, Royapettah, Chennai - 600 014 Ph: 044 43081261-65

Branches : • Ahmedabad • Bangalore • Hyderabad • Kolkata • Mumbai

Web : www.aargeestaffing.com

Mail : hr@aargeestaffing.com



AARGE Staffing Services (P) Ltd.

driven by human values

14-February-2022

Ms.Pranjal Arun Nandgaonkar,
D/O.Arun,
Nakul Patil Banglow,
A2/20, Shri Mahesh Chs Devi Chowk,
Shastri Nagar, Dombivali, Vishnu Nagar,
Thane, Maharashtra - 421202

Dear Ms.Pranjal Arun Nandgaonkar,

Offer of Employment

Further to our discussions, we are pleased to offer you the position of "**Business Associate**" at our client site on the following terms and conditions:

- a) You will be deputed to work in a location our client determines from time to time, including premises of end clients and their associates and partners.
- b) You will be governed by the business and the operating requirements of the end client you will be servicing and will also be governed by all the established Rules and Regulations of AARGE as applicable from time to time.
- c) You will be governed by the Hours of work, Holidays/weekly holidays of the client to which you will be deputed from time to time. The client reserves the right to alter or modify its working hours.
- d) You will be paid a salary of **Rs.1,80,000/-** per annum (Only if full attendance). Salary is computed on a cost to company basis and the same is outline in the attached Salary break-up Annexure I.
- e) You will be eligible for the benefits of Provident Fund, ESI and other statutory benefits as per the rules of the company applicable from time to time.



Corporate Office : No.177/103 Ambika Building, 1st Floor, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014 Ph: 041 43081261-65
Branches : * Ahmedabad * Bangalore * Hyderabad * Kolkata * Mumbai
Web : www.aargestaffing.com

Mail : hr@aargestaffing.com



AARGEES Staffing Services (P) Ltd.

driven by human values

- f) During your tenure of services, you can be transferred to any of our Client's offices or end client's locations in Mumbai as per the business requirements.
- g) The certificates and other documents produced by you will be subjected to verifications and in case of any discrepancies found in the scrutiny of the documents, the offer extended shall stand automatically withdrawn.
- h) The offer is valid until **15-February-2022** for a period extended solely at the discretion of the management, which would be communicated to you in writing. If you don't join the company within the dates specified above, then the offer shall stand cancelled.
- i) You will keep the HR Department informed of any change in your residential address and civil status.
- j) This contract of employment can be terminated by giving one month's written notice from either side. Notice period is considered to start from the point the termination/ resignation letter is received by the Company / Employee.
- k) In case of breach of policies by employee, the company will terminate the contract and the employee agrees to co-operate for smooth transfer of operations.
- l) You shall at no point of time stake any claim or right to claim employment, damage, loss of compensation of any sort whatsoever against Client.
- m) This arrangement is purely a contractual agreement between **Aargee Staffing Services Pvt Ltd and You (Employee)**. This Agreement shall stand automatically terminated upon the resignation / abscond / termination / Loss of Employee.

S. Siva



AARGEE Staffing Services (P) Ltd.

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SALARY BREAK-UP- Annexure I

Name		Ms.Pranjal Arun Nandgaonkar	
Designation		Business Associate	
Location		Mumbai	
Annual Gross Salary		Rs.1,88,340/-	
S. No.	Component	Monthly (Rs.)	Annum (Rs.)
1.	Basic Pay	3139	37668
2.	HRA	2511	30132
3.	Other Allowance	4551	54612
4.	Special Allowance	5022	60264
5.	Bonus	261	3132
6.	Leave Salary	211	2532
	Gross Salary (A)	15695	188340
7.	Employee PF 12%	377	4524
8.	Employee ESI 0.75%	118	1416
9.	Professional Tax	200	2400
	Total Deductions (B)	695	8340
	Net Salary	15000	180000
10.	Employer PF 13%	408	4896
11.	Employer ESI 3.25%	511	6132
	Employer Total Contribution (C)	919	11028
	CTC (A+C)	16614	199368

Computation of monthly Take Home Salary is show below (only if full attendance)

Take Home Salary: Rs.15000 /- (Rupees Fifteen Thousand Only)

* Professional Tax If Applicable



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Mail : hr@aargeestaffing.com



AARGEE Staffing Services (P) Ltd.

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NON-DISCLOSURE OF CONFIDENTIAL INFORMATION

During your employment with Company, you shall regard and preserve as confidential and shall not disclose, publish, communicate, or make available to any person (other than to persons, client, or other entities as directed by duly authorized representative of company) or use for employee's personal purpose, any confidential information that employee receives, obtains or otherwise becomes aware of during employees employment by company by company that relates to or pertains to the operations, business or financial affairs, unpublished know-how, processes, techniques, customers (including the names of Company's customers, past, present, or perspectives and the terms of any contract by Company with its customers, including fees), employees, trade, secrets, products, services, properties, plans or projections of company or of any of its affiliated clients or of any supplier, joint venture, or licensor/licensee of company. Any data or information that is not readily available to the public shall be considered to be confidential and therefore within the scope of this agreement.

Kindly sign and return to us a copy of this letter as confirmation of your acceptance of this offer and the terms and conditions of your employment.

We welcome you and we are confident that you will contribute in building our client into a world class organization.


For **AARGEE Staffing Services Pvt Ltd**



Authorized Signatory

Accepted by

Name : **Pranjal Arun Nandgaonkar**

Signature: 

Date:

Corporate Office : No.177/103 Ambals Building, 3rd Floor, Avvai Shanmugasam Salai, Royapettah, Chennai - 600 014 Ph: 044 43081261-65
Branches : • Ahmedabad • Bangalore • Hyderabad • Kolkata • Mumbai
Web : www.aargeestaffing.com Mail : hr@aargeestaffing.com



Dear **Rahul Gaud** ,

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

Based on the feedback and Wipro Limited norms, your relevant experience has been taken as 6 months. Your Annual gross salary shall be **Indian Rupee 270000 per annum.**

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

Offer Break up

Component	Value
Basic	1,08,000
HRA	54,000

Employee Engagement Bonus	21,600
WBP	54,058
PF	19,423
Gratuity	5,195
ESIC	7,724

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

Your Location of Joining would be Airoli.

Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 48 hours. You may communicate your decision to Smita KANNAUJIA at smita.kannaujia@wipro.com. An offer containing the detailed terms and conditions of employment will be issued to you post receipt of your confirmation.

You would be required to join us on or before 24/11/2021 based on business requirement. We would intimate you of the exact date and schedule one month prior to actual date of joining.

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

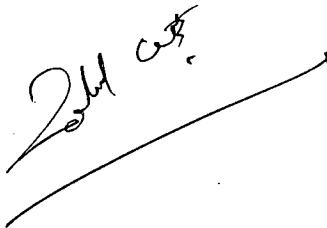
Your confirmation to the contents of this letter is a pre-requisite for issuance of the formal offer to you. Please do let us know your decision within the next 7 days from the issue of this Offer. An offer containing the detailed terms and conditions of employment will be issued to you post receipt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

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

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

Yours sincerely,

For Wipro Limited,
Smita KANNAUJIA





Date: - 10/01/2022

To,
GYANENDRA SUNIL GUPTA (48091)
ROOM NO 10MHATRE CHAWL
VISHNU NAGARVISHNU NAGAR
THANE421202
MAHARASHTRA

Appointment as Apprentice- Customer Care Associate

Dear **GYANENDRA SUNIL GUPTA**,

We are glad to inform you that you have been selected as **Apprentice- Customer Care Associate** at Eureka Outsourcing Solutions Pvt. Ltd. with Operations Department for a period of **15 months** with effect from **29/12/2021** During this training probation period you are required to undertake all duties and activities as assigned to you by the Company.

This appointment is subject to the following terms and conditions:

1. In consideration of your service, you shall be paid salary of **Rs 13250.00/-**. It shall be the sole discretion of the company to restructure the salary at its convenience and such restructuring shall not be challengeable. You will not be entitled to any other remuneration/ benefits/ amenities other than what is stated therein unless specifically authorized by a separate written order of the competent authority.
2. Your remaining on un-authorized absence or on leave without pay will not entitle you to the benefits of salary mentioned in Point 1, proportionately for that period.
3. Your employment in the Company is for the period of Fifteen months. During or at the expiry of the training period, the Company will have the right to terminate your service with 15 days notice / compensation to this effect. However, you cannot terminate your employment, unless written active advance notice of 15 days is served on the Company, else you shall be liable to compensate the Company for the short period of notice by way of recovery of your proportionate salary for that period.
4. You will be governed by general rules of conduct, Company's policies, discipline, leave, holidays, hours of work and other issues that may be informed to you from time to time at the sole discretion of the management, and you shall abide by such service conditions which are in force or shall come into force at any time. Further, you shall work according to the orders, directions and instructions of your immediate superior and other officers of the company.
5. Your employment is transferable at the sole discretion of company and you may be transferred to any other department, branch office, any other establishment anywhere in India or abroad or the case may be. It is not necessary to assign any reason for transfer.
6. The company shall be entitled to terminate your services at any time without any notice in the event of dishonesty, misappropriation, misconduct, absence from duty without permission or any other act considered detrimental to the interest of the Company, or on violation of one or more terms of this appointment. You will also be liable for legal action in a court of law including any action or recovery of damage for breach of the above conditions.

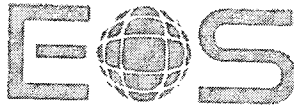
Eureka Outsourcing Solutions Private Limited

5th Floor, High Street Corporate Centre, Kapurbavadi Junction, Majiwada Thane (W) - 400607
T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com
CIN NO.: U74140MH2002PTC136070



7. If you do not report to work for 2 consecutively days without intimation you will be treated as absconding. The HR department will send a termination email and digitally signed termination letter to your registered E-mail ID, Further if you are termed as Absconding or if you fail to serve the notice period & give a proper handover as per company policy you would not be eligible for any Full & Final settlement nor would be eligible for Reliving email or Experience letter from the company.
8. Your employment is subject to your medical fitness certified by the company.
9. The documents informing the details mentioned in the joining kit pertaining to statutory obligations should be submitted to HR department within three days but not later than ensuing 25th of the month. Unless you submit these documents your salary will not be processed.
10. You shall devote yourself fully to the business of interest of the company and shall not take up any other assignments or work on part time or any other basis without express permission of the company.
11. All information declared by you has considered being true and accurate and in the event of any suppression of facts or falsification of information your services are liable to be terminated without any prior notice.
12. That your address given in the application of employment shall be treated for all correspondences and in the event of any change you are duty bound to furnish such changed address. All communication served upon such address shall be treated as good service.
13. You shall abide by the privacy and confidentiality of the information shared with you as also of such information that directly or indirectly comes in your possession and shall use your best endeavors to secure the said information. You shall always hold such confidential information in trust for and on behalf of the Company and shall not during the period of employment or thereafter use, disclose or divulge or make public any information pertaining to the Company, its associates and clients or to any other party, which in good faith and good conscience ought to be treated as confidential information including without limitation the technical know-how, trade secrets, accounts, customer or contact lists, transactions or any dealings which may come to your knowledge or is found out by you. You shall not permit any person to examine and/or make copies of any documents which contain or are derived from Confidential Information, whether prepared by you or otherwise coming into your possession or control, without the prior written permission of the Company. Further, you shall automatically be bound by all the confidentiality agreement entered by the Company.
14. You shall not, during his employment with the Company and thereafter forever in his future assignments, either on its own account or for any other person, firm, company or entity whether directly or indirectly (i) encourage or try to encourage any Clients or suppliers of the Company to withdraw or reduce its business with the Company or (ii) solicit or try to solicit the business of any Client with a view to supplying that Client with services in competition with the Company or (iii) supply similar services to a Client if there is a maximum risk that this would interfere or attempt to interfere with the relations between the Company and any Client or (iv) Entice away or try to entice away from the Company any employee directly or indirectly employed by the Company. After termination of the Services with the Company, howsoever occurring, the employee shall not for a period of twelve months, solicit the Clients of the Company or join client without competent authority written approval from company or join same/similar process in new company or offer a job to any of the Company employees at the behest of his new / future employers, its Directors, Associates, Group Companies, subsidiary companies in a manner that adversely affects the Company and directly or indirectly benefits the employee and its new employers. Company shall be entitled to sue for all available civil and criminal relief in such an instance, including injunction and damages.

Eureka Outsourcing Solutions Private Limited
5th Floor, High Street Corporate Centre, Kapurbavadi Junction, Majiwada Thane (W) - 400607
T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com
CIN NO.: U74140MH2002PTC136070



EUREKA OUTSOURCING SOLUTIONS

15. In any any event upon termination of employment you would be issued a termination and you would not be eligible for Experience letter from the company , you shall promptly return/turn over to the Company all documents, papers or other material in your possession or under your control which may contain or be derived from Confidential Information, together with all documents, equipment's, assets, notes or other work product which is connected with or derived from your services to the Company.
16. For any breach on this count, your services shall be terminated immediately without notice and further liable to compensate the Company for any loss/damage or cost suffered by it or equivalent to the amount borne by the Company in compensating the loss of its Client. The Company will have rights over all your statutory and non statutory dues at the time of termination to the extent you do not honor the rightful claim of the Company or the Clients of the Company. In addition of the money damages, Company or, where appropriate a client of the Company, may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available.
17. It is hereby agreed that, during the period of your service with the Company, if you conceive / achieves any invention, process improvement, operational improvement or other processes/ methods, likely to result in more efficient operation of any of the activities of the Company, or any other work having an intellectual proprietary rights in it, the Company shall without any extra consideration to you, always be entitled to use, utilize and exploit such improvement and you hereby forever relinquish and assign all your rights to the Company including for the purpose of seeking any patent rights in respect thereof or for any other purpose in any part of the universe. You hereby also agree to sign any document for above purpose and such binding will continue even after your separation as long as the document relates to work during the period of your employment.
18. We welcome you to the organization and look forward to your enriching our human resource and through your dedicated performance, making the company/ group more strong and competitive. In reception, we assure you of a long, challenging, happy and rewarding career.

Note - In Addition to Monthly Stipend you would also be eligible for below mentioned benefits;
Performance Linked Incentive (PLI) - Rs. 0.00/- (payable as per Company Policy)
Loyalty Bonus - Rs. 0.00/- (payable after every 3 months)

Yours faithfully,

For Eureka Outsourcing Solutions Private Limited

Authorised Signatory
Jayesh Shettigar
AVP -Human Resource & Compliance

NOTE: This is digitally signed document and does not require a physical signature. If no query is raised within 7 working days from the date of receipt of this document, then the same shall be deemed to be accepted by you.

Eureka Outsourcing Solutions Private Limited
5th Floor, High Street Corporate Centre, Kapurbavadi Junction, Majiwada Thane (W) - 400607
T: +91 22 25302400 F: +91 22 25302433 E: connect@eosglobe.com W: www.eosglobe.com
CIN NO.: U74140MH2002PTC136070

ManpowerGroup Services India Pvt. Ltd.

Unit No. 4-A/1 & Unit No. 4-A/2,

4th Floor, Plot No. 6, Uppal Plaza,

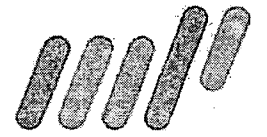
M-6, Jasola, New Delhi - 110025

CIN - U74910DL1997PTC085591

T : +91 - 11 - 6649 7500

F : +91 - 11 - 6649 7527

www.manpowergroup.co.in



Manpower[®]

CTC Breakup

Salary Structure	Mumbai
Particulars	Amount (Rs.)
Basic	14,278
HRA	7,139
Bonus	1,088
Medical Allowance	-
Other Allowance	-
Transport Allowance	-
Mobile Allowance	-
L T A	-
EPF Contribution	1,713
PF Admin Charges	71
EDLI Charges	71
EDLI ADMIN Charges	-
ESI Contribution	FALSE
LWF Contribution	-
Leave Encashment	-
Insurance Charges	640
Workmen Compensation Insurance	-
Gratuity	-
TOTAL CTC	25,000
for Employee	
Gross Salary	22,505
EPF Deduction	1,713
ESI Deduction	-
LWF Deduction	-
Take Home Salary (Pre -PT)	20,792
P.Tax as applicable in state	200
TAKE HOME	20,592

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Unit No. 4-A/1 & Unit No. 4-A/2,

4th Floor, Plot No. 6, Uppal Plaza,

M-6, Jasola, New Delhi - 110025

CIN - U74910DL1997PTC085591

T : +91 - 11 - 6649 7500

F : +91 - 11 - 6649 7527

www.manpowergroup.co.in



Manpower[®]

Date: -24-Jan-2022

Name: Neha Sampat Shinde,
Address / Location: Mumbai

Subject: OFFER FOR FIXED TERM CONTRACT

Dear: Neha Sampat Shinde,

With reference to your appointment with Manpower Group Services India Pvt. Ltd., we have pleasure in offering you the position of "General Accounting Ops Practitioner" in our organization deployed with our client Accenture on a Fixed Term Contract basis. The details of the offer is as follows -

Start date of Assignment : 25-Jan-22

End date of Assignment : 24-Jan-23

Monthly CTC : 25000/-

Any statutory dues like PF, ESI, Bonus etc., if applicable, will be Paid / Deducted as per law.

All taxes will be deducted as applicable by law.

Notice period of 30 days reciprocal is applicable as per the policy.

If you wish to accept this offer, kindly send the accepted copy of the same along with a copy of your accepted resignation letter or relieving letter (if applicable). In case the signed acceptance and required documents are not received by Manpower within 7 days of the offer date, Manpower at their discretion reserve their right to treat this offer as withdrawn automatically without further notice.



Signature

For Manpower Group Services India Pvt. Ltd.

Signature

Accepted By



Strictly Confidential

March 17, 2022

Ms. Vaishali Laxman Gonty
Mumbai

Dear Vaishali,

Letter of Appointment

This contract sets out the main terms and conditions, on which Hinduja Global Solutions Limited will employ you. This contract comes into effect from **March 21, 2022**. The offer will stand revoked if you are unable to join us on the said date.

Hinduja Global Solutions Limited is glad to offer you an appointment to the position of "**Executive - Resourcing**", with effect from **March 21, 2022**. Your annual Compensation (CTC – All Inclusive) will be **₹257340.00/-**. The details of your entitlements and your salary are as per Annexure II. You will be based at **Mumbai**.

BACKGROUND CHECKS / REFERENCES

Background check will be conducted verifying your Highest Education, Last 2 Employments and a Criminal Check for present and past addresses. These will cover suitability for the job, reliability and honesty. Should such background checks prove unsatisfactory, your employment in the Company will be withdrawn.

At the time of joining and throughout the course of your employment with the Company, you are required to have a minimum Credit Score of 600 or above and no previous/existing criminal records against you. Subsequent to your joining, in case your Credit Score falls below 600 or there is any change in your criminal records, you are expected to proactively report any such changes and consequences arising thereof, to the Company immediately. The Company reserves the right to request for re-verification of your Credit Score and/or Criminal Check at any time during your employment as part of audit requirements and as a commitment to its Clients.

Submitting a copy of your Permanent Account Number (PAN) is mandatory, on or before your date of joining. If you have applied for a new PAN, you are required to submit proof of the same at the time of joining. In event of PAN is not provided, company will deduct and deposit the tax with authorities at applicable rate or 20% of Gross Salary, whichever is higher.

Submitting a copy of your AADHAR Card, is mandatory, on or before your date of joining. If you have applied for a new AADHAR Card, you are required to submit proof of the same at the time of joining.

The following are enclosed as annexure:

- General Terms and Conditions of Employment (Annexure – I)
- Entitlements and Remuneration (Annexure – II)

This appointment is subject to a satisfactory reference report being received by us.

You are requested to print and sign the copy of this Letter with Annexure and return the same to us as a token of your acceptance of the offer on your date of joining. We are excited at the prospect of working with you and look forward to a fruitful association.

HINDUJA GLOBAL SOLUTIONS LIMITED
7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92199MH1995PLC084610
Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018. India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: www.teamhgs.com
Registered in England No: 3017799



We welcome you to Hinduja Global Solutions Limited and wish you a rewarding and successful career.

Yours truly,

For Hinduja Global Solutions Limited.

Signature Not Verified

Digitally signed by SHIRUDE PRAJAKTA

MADHUKAR

Date: 2022.03.19 14:19:10 +05:30

(Prajakta Shirude)

Head – Human Resources

Business Services Division

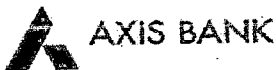
This is a digitally signed document and does not require physical signature.

HINDUJA GLOBAL SOLUTIONS LIMITED

7A, Summerville, Junction of 14th & 33rd Road, Bandra (W), Mumbai - 400050. Telephone: +91-22-42009327/43. CIN: L92I99MHI995PLC084610

Regd. Office: Hinduja House, No. 171, Dr. Annie Besant Road, Worli, Mumbai - 400 018, India. Telephone: 91-022-2496 0707, Fax: 91-22-2497 4208, Website: www.teamhgs.com

Registered in England No: 3017799



AXISB/LOA/RH167288/14776
28/01/2022

Sawant Siddhi Satyawar
9987206623

LETTER OF APPOINTMENT

Dear Sawant,

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven growth. We take pleasure in offering you the position of Officer in Retail Operations.

The said offer shall be governed by the under mentioned terms and conditions apart from other policies and conditions that are applicable or may become applicable from time to time.

Terms of Employment

1. Compensation

- 1.1 The annual compensation payable to you will be INR 2,35,185 subject to tax deductions at source, as applicable by law. A detailed break up of this amount and other benefits is provided as an Annexure to this letter.
- 1.2 It is clarified that Axis Bank reserves the right to deduct all permissible taxes as per applicable laws from your compensation. Further, you hereby authorize Axis Bank to deduct any amounts from your compensation, which are owed by you to the Bank, including any overpayments, loans or advances outstanding at your end.

2. Code of Conduct & Ethics

- 2.1 As an employee of the Bank, you will be guided by the Code of Conduct & Ethics and rules and regulations of the Bank in force and as amended from time to time.
- 2.2 If any declaration, statement or information including your qualification, experience and/or any other details, as given by you at any time, is found to be false or untrue, if any material information is suppressed or if it comes to the notice of the Bank that you had been, prior to joining the Bank's services, convicted of any act involving moral turpitude and/or criminal in nature, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during or even after completion of the probation period. However, this does not preclude the Bank from initiating such disciplinary measures, as the Bank shall deem fit and any penalty may be imposed upon you in terms of the applicable company policies.
- 2.3 You shall undertake to read and remain in compliance with the Bank's internal policies and procedures (as implemented from time to time) throughout the term of your employment.

3. Whole-time / Alternative Employment

- 3.1 Your position is a whole time employment with the Bank and you shall not take any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly except as shareholder or debenture holder in other trade or business during the employment with the Bank. You shall not be involved directly or indirectly with any business / trade / occupation / service / calling or perform any part-time or other work for remuneration or otherwise without obtaining prior written permission from Axis Bank.
- 3.2 During the employment in the services of the Bank, you shall not hold any other position in any organization nor shall you get employed directly or indirectly in any manner whatsoever nor shall act as an advisor to any organization, the exception being social organizations like clubs, NGOs etc. having no political affiliation and no monetary gains. However the Bank reserves the right to direct you to step down if, in the opinion of the Bank, such engagement interferes with your duties.

4. Fidelity & Secrecy

- 4.1 You shall not at any time during your employment and/or after the termination of your employment in any manner whatsoever divulge any confidential information relating to the Bank, any of its constituents or its employees without the prior written consent from the Management. In such an event, the Bank reserves the right to proceed against you.

5. Probation Period

- 5.1 The nature of your employment is Permanent, however you will be on probation for a period of 6 (six) months from the date of your joining. This period may be extended upto a maximum of 6 months in two tranches of 3 months each, if further assessment and observations are considered necessary on the sole discretion of the Management. Thereafter, on failure to be confirmed in the service of the Bank, your employment shall be terminated on account of non-confirmation of service.
- 5.2 On satisfactory completion of probation you will be confirmed in the services of the Bank.
- 5.3 Your probation can be extended not only by virtue of your non satisfactory performance but also by virtue of your non completion of the joining formalities.
- 5.4 Notwithstanding what is stated above, the bank reserves the right to confirm you in the services of the bank

even during the extended period, provided, the extension of probation was solely due to non-completion of the joining formalities and such formalities are completed within the said period.

6. Mandatory Induction Certification

- 6.1 Induction Certification is a mandatory requirement for Confirmation - post completion of probation period.
- 6.2 100% attendance and 100% assessment clearance is required to be Induction Certified.
- 6.3 Non-adherence to Induction certification may lead to the following:
 - 6.3.1 You will not be able to join your team till you are Induction Certified.
 - 6.3.2 Not attending induction session on a particular day will result in loss of pay.
 - 6.3.3 Not meeting the attendance and assessment criteria within the stipulated time period would result in termination of services.

7. Transfer

- 7.1 Your services are liable to be transferred to any of the offices of the Bank within India and / or abroad at the sole discretion of the Bank and the Bank reserve the right to depute / transfer you at any time during your service in the Bank, to any of its subsidiaries or associates without any prior consent from you.
- 7.2 Notwithstanding the role assigned to you in terms of this letter, the Bank reserves the right to assign you any other role/function commensurate with your grade as may be deemed appropriate, depending on administrative exigencies and requirements.
- 7.3 Your services can be requisitioned by the Bank at any time outside the business / working hours.

8. Separation/ Retirement

- 8.1 Separation during probation
 - 8.1.1 On account of Resignation: During the period of probation, you may resign from the Bank's service, subject to acceptance by your supervisor, for which you will be required to mandatorily serve a notice period of 30 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.1.2 On account of Termination: During the probation period, this contract of employment is terminable by the Bank by way of giving notice of 15 days or on payment of salary in lieu thereof without assigning any reasons.
- 8.2 Separation after Confirmation:
 - 8.2.1 On account of Resignation: After confirmation, you may resign from the Bank's service, subject to acceptance of your resignation by your supervisor, for which you will be required to mandatorily serve a notice period of 90 days. However, waiver of the notice period (if any), will be at discretion of the Bank. In such an event, the gross salary equivalent of the notice period shortfall (if any) will be recovered from employee.
 - 8.2.2 On account of Termination: Notwithstanding what is provided in the company policies and the above paragraphs, your services, after confirmation, may be terminated by the Bank by giving 30 days' notice or payment of 30 days' salary in lieu thereof without assigning any reasons.
- 8.3 Separation arrangement
 - 8.3.1 Voluntary resignation should be initiated on the exit management portal of the Bank. Upon receipt of your resignation, the acceptance of the same shall be at Bank's discretion.
 - 8.3.2 Upon acceptance of your resignation and before your proposed relieving date, you will have to return all Bank's property / assets entrusted to you and in your possession, to the Bank. Before you are relieved, all correspondence, specifications, formulae, books, tablets, documents, cost data, market data, literature, drawings, effects etc. should be returned and you shall not make or retain any copies of these items.
 - 8.3.3 On separation, you are required to submit your claim for settlement of Provident Fund in the prescribed form.
 - 8.3.4 **It is expected that you will continue to dispense your duties and responsibilities during the notice period. You are also required to display model behavior and adhere to the timings as prescribed by the Bank. Any lapse or non-performance may lead to disciplinary action and result in non-issuance of the relieving letter.**
- 8.4 Retirement
 - 8.4.1 The retirement age in the Bank is fixed as 60 years. You will accordingly stand relieved from the services of the Bank on the last day of the month of your attaining this age based on the Age Certificate furnished by you at the time of joining.

9. Reimbursement of Notice Period Pay

- In certain cases of business criticality, the Bank, at its discretion and post approval from the Head – Human Resources, may reimburse any shortfall in notice period pay to your current employer. In such a case, the following terms and conditions shall apply:-
- 9.1 Upon joining, you are required to submit a certificate/ letter from your present employer stating the number of days of shortfall in notice period and the amount recovered from you, basis which we shall process your request for reimbursement. This reimbursement shall be taxable and will be added to your Annual Taxable Income for the relevant Financial Year.
 - 9.2 You are required to continue in Bank's employment for a minimum period of three years, from your date of joining, failing which amount so reimbursed shall be recovered from you along with interest at the Bank Base Rate prevailing on your last working day and any applicable taxes.

10. Conditions precedent /Joining formalities:

Your appointment and subsequent joining is subject to the following:

- 10.1 Submission of self-declaration of medical fitness provided on our onboarding portal.
- 10.2 The Bank receiving a satisfactory Background Verification report. For this purpose, you will be contacted by an authorized agency empanelled by the Bank.
- 10.3 Submission of all necessary documents:
 - 10.3.1 Self-attested copies of all your degrees, professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
 - 10.3.2 Proof of date of birth
 - 10.3.3 Copy of Pan Card and Address Proof
 - 10.3.4 One recent passport size color photograph
 - 10.3.5 Copy of acceptance of resignation letter and relieving letter from your previous employer
- 10.4 It is brought to your notice that you need to complete your conditions precedent and / or joining formalities within 2 months from the date of joining, failing which your salary after 2nd month shall not be released till the completion of joining formalities and the said salary shall be kept in the Bank's Sundry Account.

The Bank reserves the right to vary the terms and conditions of service governing your appointment as contained in this letter including your duties and responsibilities at any time.

Notwithstanding anything contained in the above paragraphs, your services may be terminated by the Bank if you are found to be indulging in the acts of Commission / Omission which may be prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.

The terms and conditions set out in this letter of appointment inter alia constitute service conditions applicable to your employment in the Bank. Any dispute arising thereof are subject to Mumbai jurisdiction only and the Mumbai Courts will have exclusive jurisdiction.

The above terms and conditions are to be read in conjunction with the company policies accessible through the Bank's intranet. These shall be made available to you, post joining.

Kindly note that Axis Bank does not charge any money/deposit for giving employment offers/conducting employment interview, to anyone seeking a job at the bank, nor does it appoint any agent/agency/individuals to make or issue offers of employment/benefits on its behalf.

For any further information / clarifications please feel free to contact:-

Rathnaraj P
Rathna.Raj@axisbank.com

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

Yours faithfully,



Himanshu Misra,
Head - Talent Acquisition
Human Resources

21-Dec-2021

Ms. Priyanka Pradip Koley
11 Gangubai Niwas Shastri Nagar
Devichowk Nakul Patil Bungalow
Dombivli West 421202
Mobile No.: 7039952302

Dear Priyanka,

Congratulations!!!

This refers to your application for employment and the subsequent interviews & discussions you have had with us.

We are pleased to extend an offer of employment as; **Executive (Department: F&A Services)** with CMA CGM Global Business Services India Pvt. Ltd.

1. **Cost to Company (CTC):** Your total CTC will be **Rs. 220008/- PA.** detailed in the enclosed Annexure - I. This will be the cost to company (CTC) including all the components of the salary and subject to Income Tax as applicable.
2. **Joining:** You will be joining us on or before **22-Dec-2021 at 9:30 AM.**
3. **Location:** Your place of posting will be **Mumbai 2.** However, based on the organisational requirements, at any time, during your service with the company, you are liable to be transferred to another location anywhere in India or abroad. In the event of such transfer, you shall be governed by and shall be subject to the rules and regulations of the business unit & location you are posted at.
4. **Appointment letter:** You will be given a detailed appointment letter with specific terms and conditions of employment at the time of joining.
5. This offer of employment is conditional and subject to you clearing the **Reference Check.** If we have reasons to believe that you have not discontinued your previous employment contract (if any) and CCGBSI finds or gets aware that currently as on date your employment with the previous employer is valid and existing while still in services with us or any of the information provided by you is false or incorrect, then we reserve our unconditional rights to terminate your services forthwith at our sole discretion without giving a further notice to you. Further the duration or period of your work in CCGBSI shall be treated null and void ab Initio.
6. This offer of employment is contingent upon passing the **Medical Examination Procedure** scheduled by CCGBSI and upon receipt of Report by CCGBSI HR department on being medically fit for appointment.

SSC/IND/FOR/HRD/086

CMA CGM GLOBAL BUSINESS SERVICES (INDIA) PVT. LTD.

Confidential

V1.2

(Formerly known as CMA CGM Shared Service Centre (India) Pvt. Ltd.)

Subsidiary of CMA CGM S.A. France

Chennai: Regd./Corporate Office: 8th Floor, 32 A&B, Ambit IT Park, Ambattur Industrial Estate, Chennai - 600 058, Tamilnadu, India. Tel: +91-44-49531555

Mumbai 2 - Thane: 3rd Floor, D-3, Kalpataru Prime, Road No.16, Wagle Industrial Estate, Panchpakhadi Village, Thane (West) - 400 604, Maharashtra, India. Tel: +91-22-49355600

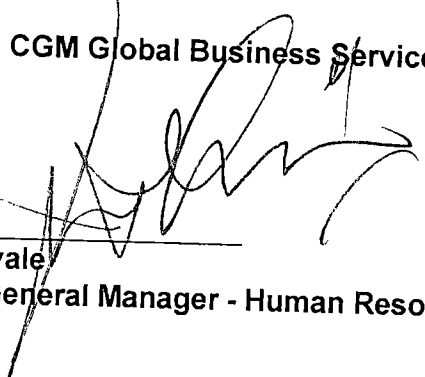
Mumbai 3 - Airoli (SEZ): Unit No. 1201, 12th Floor, Building No. 4, Gigaplex Estate-SEZ, Airoli Knowledge Park, TTC Industrial Area, Airoli West, Navi Mumbai - 400 708, Maharashtra, India. Tel: +91-22-68385600

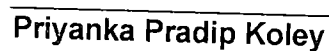
CIN: U63090TN2005PTC092390 | www.cma-cgm.com

7. The detailed Compensation Structure applicable to your grade is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company. The company shall view any breach of confidentiality with utmost seriousness.
8. We have a corporate tie-up with HDFC Bank for salary accounts. Please acknowledge that the said bank has not identified you as a defaulter and if you have been identified as one, please specify any such previous instance to the HR department. In the event that you have provided us incomplete / inaccurate details, this offer will be treated as null & void with retrospective effect.
9. As a part of our procedure, you are requested to furnish the following testimonials in original along with one set of photocopies. The original documents will be returned after verifying the photocopies, on your date of joining.
 - a. Academic qualification certificates. (SSLC to the highest qualification)
 - b. Relieving letter of your previous employer.
 - c. Age Proof / Date of Birth Certificate.
 - d. Seven passport sized colour photographs with white background.
 - e. Form 16/ Provisional Tax certificate.
 - f. Last 3 months salary slips from the last employer.
Experience & salary certificates of your previous employers, including the immediate past employer.
 - g. Copy of Passport and an Address proof
 - h. PAN Card (In case the PAN Card is not available, please carry the acknowledgement of the application for PAN card submitted to the Income tax Authorities – MANDATORY)

Please return the duplicate copy of this offer letter duly signed as an acknowledgement and acceptance of the offer on or before failing which this offer shall stand withdrawn. We look forward to having you on board.

For CMA CGM Global Business Services India Pvt. Ltd.


Mihir Kevale
Deputy General Manager - Human Resources


Priyanka Pradip Koley

Date: November 12, 2021

 /@TPIndiaOfficial

Emp Temp Code: 2211810146825

 /TeleperformanceIndiaOfficial

Anjali Balchandra Gupta

Sogri Hari Om Niwas Bolg Gymkhara Road Dombivli East Thane -
421201,
Maharashtra, India

Letter of Appointment

Dear Anjali,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. Your Grade will be **Grade I** and you will be designated as **Customer Service Associate-Non Voice**. You are required to report for duties on **November 12, 2021 ("Joining Date")** at **9:30 AM** or as per the agreed time during work hours.

Your employment will be as per the following terms and conditions:

1. Your remuneration is detailed in the enclosed **Annexure I**. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Your duties and responsibilities will be as assigned by your immediate manager or other superior officer of the Company and the same will also include the jobs assigned by the Management from time to time.
3. The Company's business operates on a **24x7** basis and you may therefore be required to work in shifts including periodic night shifts. The work exigencies and the role may require you to extend your work-timings in accordance with the *Working Hour & Attendance Policy*. By accepting and signing this letter you affirm your willingness to abide by this requirement.
4. While your initial place of posting will be at an agreed place/Company's Office/Site at **Mumbai**, you are liable to be transferred to any department/office anywhere in India/Overseas, or a company/entity formed by the promoters or transferred/assigned responsibility in any associate company or be recalled to your original location. Accordingly, your working hours/shift timings could be changed periodically depending on the work/process requirements. All such transfers shall be governed by the *Transfer Policy* of the company. In the event of you being deputed overseas for training and operations you will be required to and shall sign all required documentation as per the rules, regulation and policies of the Company.
5. Your appointment will be on probation for a period of **six months** from the date of your joining the Company or for an extended period of time ("**Probation Period**") if found necessary. Your employment with the Company will be confirmed on the expiry of your Probation Period unless you are specifically advised otherwise in writing.
6. Your appointment shall continue, during your Probation Period or thereafter upon confirmation, unless your employment is discontinued by the Company, by providing not less than **30 Days** ("**Notice Period**") prior written notice. In the event you decide to leave the employment of the Company, you will be required to provide **30 Days** prior written notice to the Company, and the Company may at its sole discretion relieve you of your duties anytime during the notice period. You will be paid salary up to the last working day.

The Company at its discretion, during probation or on confirmation of your services thereof, without assigning any reason, can discontinue your employment on payment in lieu of Notice Period. Such payment will be calculated pro rate on the basis of your current Gross Fixed salary (subject to tax).

Teleperformance Global Services Private Limited.

Ashar IT park, 2nd Floor, Jayashree Baug, Road No. 16 - Z, Wagle Industrial Estate, Thane (W), Mumbai - 400604.

Tel: +91-022-66738240 | Fax: +91-022-67856010

Registered Office: Teleperformance Towers, Plot CST No.1406-A/28, Mindspace, Goregaon - (W), Mumbai - 400104, Maharashtra, India.

Tel: +91-22-66776000 | Fax: +91-22-66776010 | CIN: U72900MH2001PTC232120 | Email: contactus@teleperformance.com

In case of violation of any policies, procedures or rules of the Company or any other act of misconduct including but not limited to improper behaviour, theft or fraud, your services are liable to be discontinued without Notice Period or without payment in lieu of Notice Period.

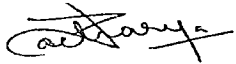
7. You agree that this employment is conditional upon you successfully clearing the training as required. In the event of your in-ability to clear the training, the Company may relieve you of your duties with immediate effect without Notice Period or without payment in lieu of Notice Period.
8. You are employed as a permanent employee of the Company and are therefore not permitted to undertake any other employment or engage in any commercial activities, outside the Company, either honorary or otherwise, without prior written approval of the Company.
9. You are required to maintain the highest order of discipline and secrecy about the work of the Company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be discontinued by the Company with immediate effect without notice period or without payment in lieu of notice period.
- You are required to always maintain the highest standard of confidentiality towards Company information which includes but not limited to documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information, quality metrics, financial information about the Company etc. relating to business of the Company, which is proprietary to the Company and / or its clients and other information relating to the business of the Company which may be known, provided or confided to you ("**Confidential Information**"). You will not divulge or use such Confidential Information other than to fulfil your duties as an employee of the Company and while ensuring the best interests of the Company. Under no circumstances will you disseminate information regarding the affairs or business matters of the company or information regarding its customers without proper authorization and / or prior written approval. All information that comes to your knowledge by reasons of your employment with the Company is deemed to be Confidential Information. Upon ceasing to be an employee of the Company, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same. You will be required to sign a separate confidentiality agreement along with this letter and may be required to sign further confidentiality agreements as may be required by the Company. The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client and have been placed in the "public domain", once distributed to the public may be no longer subject to client confidentiality provisions.
- You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all the Company's current rules, regulations, policies and procedures, including **Global Essential Compliance & Security Policies and Social Media Policy** as may be in force from time to time and as may be notified and displayed. You will be bound by the existing and new security rules, regulations and policies of the Company, including physical frisking (pat down) process wherein, a search would be conducted of outer clothing to detect any concealed prohibited articles. All policies mentioned in this letter, as well as others, are available on the Company intranet and may be changed/modified, at the Company's discretion. You are required to keep yourself updated with the Company's policies.
11. The Company shall have the right to vary, delete, and modify these terms and conditions of employment.
12. You will automatically **retire** from the services of the Company on the last day of the calendar month in which you attain the age of **Fifty-Eight years**. Your date of birth as per official records is **April 18, 2000**.
13. You are required to make a full and complete disclosure of any issues in past employment records, any relationships or dealings you have or propose to have/ enter into directly or through any of your relatives or family members, with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

14. This appointment is subject to satisfactory verification of your credentials, character, antecedents and testimonials as provided in your application to the Company and your curriculum vitae. All cost incurred for such verification will be borne by the Company. If it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate discontinuation of your employment with the Company without any notice or compensation.
15. You agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment. In the event you become unfit for performance of your assigned duties; you shall be liable to be discharged from the services without any notice.
16. You hereby consent to share your payroll, personal and employment related data for processing and review outside of the country, subject to adherence to applicable law.
17. Your address as provided by you in the employment forms shall be deemed to be correct for sending any communication to you and every communication addressed to you at the given address shall be deemed to have been sufficiently served upon you.
18. You are required to return the duplicate copy of this letter and report to work on or before the date of joining specified above. In the event you do not do so, it shall be deemed that you are not interested in this offer/appointment and this letter shall stand automatically withdrawn with effect from the Joining Date.

If the above terms and conditions are acceptable to you, please sign on each page and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Teleperformance and here's wishing you a rewarding career.

Yours Truly,
For Teleperformance Global Service Private Limited,



Preeti Amit Shirke
Senior Vice President - Talent Acquisition

Anjali Balchandra Gupta, residing at Sogri Hari Om Niwas Bolg Gymkhera Road Dombivli East Thane 421201, Maharashtra, India do hereby accept the terms and conditions in this

Employee Signature	
Employee Name	Anjali Balchandra Gupta

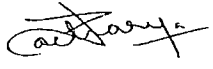
Enclosures:

1. Compensation/ Salary details (Annexure I)
2. Non-Disclosure- Declaration and Undertaking (Annexure II)
3. Personal Data- Declaration (Annexure III)
4. Work from Home- Declaration, applicable under WAHA-[Work at Home] (Annexure IV)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Teleperformance" (wherever it appears in this letter) means Teleperformance.

Emp Temp Code : 2211810146825

Annexure I
Compensation Details

Employee Name:	Anjali Balchandra Gupta	
Designation:	Customer Service Associate-Non Voice	
Grade:	Grade I	
Date Of Joining:	November 12, 2021	
City:	Mumbai	
Pay Components	Amount in Indian (INR)	
Basic Pay	9,188.00	
Housing Rent Allowance (HRA)	5,512.00	
Transport Allowance	0.00	
Flexible Benefit Plan	0.00	
Statutory Bonus#	765.00	
Gross Fixed Salary (1)	15,465.00	
Provident Fund (Employee) (2)	1,103.00	
ESIC (Employee) (3)	116.00	
Net Take Home [1-(2+3)]	14,246.00	
Provident Fund (Employer) (4)	1,103.00	
ESIC (Employer) (5)	503.00	
Gratuity* (6)	442.00	
Total Fixed Cost (1+4+5+6)	17,513.00	
Annual Fixed CTC	210,156.00	
Annual Performance Pay**	0 % of Annual Fixed CTC	
Annual Performance Linked Incentive (PLI)	0.00	
For Teleperformance Global Service Private Limited,  Preeti Amit Shirke Senior Vice President - Talent Acquisition		
*Gratuity shall be payable as per "The Payment of Gratuity Act". **Performance Pay will be payable subject to assessed performance achievement level, the pay-out criteria and the frequency, as per the "Performance Pay policy/ note. #Statutory Bonus is paid monthly as per "The Payment of Bonus Act".		

- All Reimbursements will be paid as per prevailing Income Tax rules and company policies in effect
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour
- Any Incentive payable, as part of the compensation structure or otherwise, shall have a "Minimum Attendance Threshold/Performance" as qualifying criteria for such payout.

Employee Signature	
Employee Name	Anjali Balchandra Gupta

ANNEXURE II**DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE**

I, **Anjali Balchandra Gupta** residing at **Sogrli Hari Om Niwas Bolg Gymkhera Road Dombivli East Thane - 421201, Maharashtra, India**, and working as **Customer Service Associate-Non Voice**, do hereby solemnly state, undertake and declare that:

1. I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of **Teleperformance Global Service Private Limited**, a Company having its registered office at Teleperformance Towers, Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.
2. I shall comply with all Teleperformance policies.
3. I will maintain the highest standard of confidentiality towards **Confidential Information**, by not, directly or indirectly, making known, or permitting such Confidential Information to be disclosed or made known to any person or entity, either inside or outside the Company. I acknowledge that such information is valuable, sensitive and a unique asset of the Company and/or of the Company's clients. I shall faithfully and diligently hold such Confidential Information from being disclosed to unauthorized persons, which may include, but are not limited to, employees of the Company that do not need to know the Confidential Information, persons not employed by the Company, persons that are not bound by a written confidentiality agreement with the Company, with regard to the specific Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.
4. All documents, files, records, project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to Company's business are and shall remain the property of the Company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from the Company premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.
5. I understand and acknowledge that as set forth under the **Login Provisioning and De-provisioning Policy (GECSP 11)**, my employee ID and password used to access Company or its Clients' systems are personal and confidential, are **Proprietary Information**, and shall not be disclosed to anyone. Non-compliance with this Policy may lead to disciplinary sanctions upto and including discontinuation of services, consistent with applicable law.
6. Notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of Teleperformance.
7. I will immediately report to the Company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and I agree that:
 - (i) In the event of a breach or threatened breach of the provisions of this declaration, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such Confidential Information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,
 - (ii) Any such breach would cause injury to the Company, and

8. The rights to any invention, discovery or creation of any system or method related to the Company's operations and arising out of any work done in the course of my employment will automatically vest with the Company. In this connection, the Company may obtain patent rights in its name (or jointly with others) based on the fact of my invention, discovery, improvement or other creative effort. I acknowledge that I will not be liable for any compensation for such invention, discovery, improvement or other creative effort made by me, and that any reward that the Company may, in its sole discretion, bestow on me will not be deemed to confer any rights towards that invention, discovery or improvement in system or method. I further acknowledge that I may be required to execute further documentation in connection with such inventions, discoveries, improvements or other creative efforts and will execute the same without delay.
9. In the event of my leaving services of the Company, for any reason, during the **12-months** period from the separation date, I shall **NOT** directly or indirectly either on my own account or otherwise:
- i. engage or attempt to engage in providing services to any customer or prospective customer where such services or products are competitive with the services offered by the Company or any affiliate to the Customer
 - ii. canvass solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during my employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;
 - iii. solicit, interfere with, or endeavour to entice away any employee of the Company; or
 - iv. counsel, or otherwise assist any person to do any of the acts referred to in para (i), (ii) & (iii) of this clause.
10. I shall **NOT** offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.
11. I shall **NOT** make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.
12. None of my relatives are employed or associated with the Company or any of its affiliate companies or its customers/clients/suppliers in any form; and I undertake that I **shall** immediately notify the Company in case-
- (a) any person who is so employed / associated becomes a relative, and/or
 - (b) a relative, in future, is so employed / associated with the Company.

I understand and acknowledge that:

1. the restraints contained herein are reasonable in all the circumstances of employment and agree that they are necessary for the protection and maintenance of the Company and its business.
2. my services can be suspended pending disciplinary action/enquiry/investigation as per Company policy and I shall abide by decision of investigation/enquiry Committee constituted for such purposes.
3. the Company shall be entitled to seek an order for specific performance or injunctive relief or other equitable relief in case I fail to observe or breach any of the restraints herein.

I **shall** indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

I understand and acknowledge that my failure to comply with this declaration and undertaking may lead to disciplinary sanctions which may include discontinuation of services, as well as civil liability and/or criminal prosecution under applicable laws.

Executed this _____ day of _____ 20____

Employee Signature	
Employee Name	Anjali Balchandra Gupta

Annexure III

Personal Data - Declaration

Article I.

I **Anjali Balchandra Gupta** hereby certify that all statements made on the **Employment Application Form**, my **Curriculum Vitae** or **during my interviews** with the Company are **true and complete**. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I further understand that I shall be bound by the existing and new rules, regulations and policies of the Company including those related to Frisking (Pat Down) process wherein, a search would be conducted of outer clothing to detect any unauthorized / prohibited articles.

I confirm that I have voluntarily furnished my personal information to the Company and the Company shall be free to use such information and all other information that I may provide at any time hereinafter. The Company may share such information in connection with my employment and other related matters, as deemed fit and necessary by the Company.

I recognize that in connection with employment with Teleperformance, I may be the subject of a background enquiry and drug test by the company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

I do hereby declare that I will immediately report to my Line Manager or HR team in case of "**Change to Circumstances**", within **48 hours** of me becoming aware of such "**Change to Circumstances**" which may arise due to the following:

- a) I am found guilty of a criminal offence / is under police caution or investigation;
- b) There is a change in my legal right to work / work status; and
- c) There are any adverse credit judgments against me.
- d) Change in personal status like name change / marital status / permanent or current address change etc.

Executed this _____ day of _____ 20____

Temp Emp Code	2211810146825
Employee Signature	
Employee Name	Anjali Balchandra Gupta



Subject: You have been made an offer of **Executive - Marketing and Networking**

Congratulations! You have been made an offer.

Dear **Ajinkya Dhuri**,

Permanent Address: A/33, Sanjeevani Samarth CHS. Nadiwali Road, Near DNC School, Dombivli(E), 421201

Contact No 8879765699

Email ID: ajinkyadhuri10@gmail.com

Please find the offer details below:

- ▾ **Designation: Executive - Marketing and Networking**
- ▾ **Salary: 2.4 LPA**
- ▾ **Offer Date : 16 Dec 2021**
- ▾ **Joining Date: 20 Dec 2021**
- ▾ **Location: Mumbai**

Office Address :

**SAVIC Technologies Pvt. Ltd.
707, B-Wing, Plot No 66,
Great Eastern Summit , Sector 15,
C.B.D Belapur, Navi Mumbai 400614**

Office Time: 9:30AM-6:30PM

We would like you to join as early as possible, but not later than 20 Dec 2021 beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon in writing.

Upon acceptance of this offer Company may, if required, carry necessary background/referral check including but not limited to enquiries with your present employer. Employment as per this offer is subject to your background/referral check and being medically fit at the time of your joining. By accepting this offer you are accepting our background verification policy.

At the time of joining, we would request you to bring along with you photo copy / xerox of each of the documents listed below. Also bring Originals of each document for verification, to expedite the process.

1. Proof of Date of Birth (Birth Certificate / Passport / Driving License) (2 copies)
2. Educational Qualification Certificates (S.S.C., H.S.C., Degree, Post Graduation and Technical Qualification Certificates if any).
3. Proof of Professional Qualification.
4. Relieving certificate from the previous employer.
5. Appointment letter of the previous employer and salary revision letters(if any).
6. Last pay slip received from the previous employer.
7. Form 16 (TDS certificate)
8. Passport Size photographs (5 Nos.)
9. Passport
10. PAN Card
11. Aadhar Card
12. Proof of current Residential Address
13. Carry your personal laptop (mandatory)
14. Cancelled Cheque (for verification of bank details).

Kindly confirm your acceptance of the offer.

Thanks and Regards

Nikita Iyer

nikita.iyer@savicttech.com

SAVIC Technologies Private Limited

Annexure

Fixed Salary Per Annum	240000			
Total Monthly Gross	20000			
Annual KPI Linked Salary**	NA			
Total CTC Per Annum	240000			
EARNINGS			DEDUCTIONS	
BASIC	10000		PF	As per Company Standards
HRA	1000		PT	200
DA	5000		TDS	As per Company Standards
Special Allowance	3417		Medicclaim	As per Company Standards
Total Monthly Gross	20000			

****Annual variable pay shall be paid on the basis of achieving monthly targets on pro-rata basis.****

Aling [Signature]



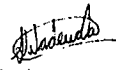
 **AXIS SECURITIES**



Karishma Udaykumar Thakker

Employee No : 232749

Blood Group : AB+VE



Issuing Authority

Karishma

Date: 21-Jun-21

Ms. Karishma Udaykumar Thakker

Dear Karishma,

We are pleased to appoint you in our organization as **Executive (E1) in Customer Service Department** on the following terms and conditions:

Commencement / Term:

You are required to join our organization on or before **14-JUN-21**. Your place of work shall presently be at **Mumbai**. You will be on probation for a period of six months or such extended period as may be decided by the Company based on your performance during the probation period. On satisfactory performance during probation, you will be confirmed in the services of the Company.

Please note that your appointment is subject to you successfully completing your Graduation certification. You are required to furnish the necessary certificates/documents on or before **15-Jul-21**. On failure to submit the necessary certificates/documents as aforesaid, your offer letter will be revoked and the appointment would stand cancelled.

Remuneration:

Your remuneration would be set as follows:

Components	CTC P.M.	CTC P.A.
Basic	7216	86596
HRA	2887	34638
Conveyance	1600	19200
Special Allowance	4251	51015
Gross	15954	191449
Retirals		
Employer's Contribution to PF	1568	18817
Employer's Contribution to ESIC	519	6223
Gratuity	347	4165
Gross + Retirals	18388	220654
Benefits		
Insurance Benefits (Mediclaime + Term Life)	293	3511
Total (Gross + Retirals + Benefits)	18681	224165

Retirement / Statutory Benefits:

You will be eligible for Retirement Benefits of the organization; namely Provident Fund and Gratuity as per the company policy.

Mediclaime Benefits:

You will be eligible for a Group Mediclaime (Self and dependant). Besides there will Term Life coverage with additional top-up sum insured for which there will be contribution from your end.

Transfer:

The organization shall have the right to transfer you to any of its offices or group companies in India that is in existence or may come into existence at a future date.

Axis Securities Limited
Corporate Office: Unit No. 1,
Phoenix Market City, 15, LBS Road,
Near Kamani Junction, Kurla (West),
Mumbai - 400070

CIN No.: U74992MH2006PLC163204
Telephone No.: 022-40508080/61480808
Email Address: helpdesk@axisdirect.in
Website: www.simplehai.axisdirect.in

Registered Office: Axis House, 8th
Floor, Wadia International Centre,
Pandurang Budhkar Marg, Worli,
Mumbai - 400025

**Leave:**

You will be eligible for leave, as per Company rules, subject to approval from the competent authority. Women employees who have completed 80 working days with the organization shall be eligible for Maternity leave as per the policy.

Job Profile:

Your duties and responsibilities will be explained to you on your joining the organization. However, you shall execute and perform all such duties that may be assigned to you by the organization and the organization reserves its right to change this at its discretion.

Professional Ethics and Confidentiality:

While you are in the services of the organization, you are not permitted to carry on any other business or profession or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person / third party or utilize any of the organization's confidential information or other related information (which you may possess by reason of your association with the organization) outside the organization.

Intellectual Property Rights:

The Intellectual Property Rights of all the Policy Documents, Investment schemes and Plans, Products and Brochures etc. of the Company shall be exclusive property of the Company; you shall not make any claim on them. Even if any Policy, Investment Schemes and Plan, product and brochures etc. is created / designed by you during your course of employment, the Intellectual Property Rights attached to them shall exclusively vest with the Company.

Notice Period/Exit Formalities:

During the probation period either party can terminate the services by giving 30 days notice or basic salary in lieu thereof at the organization's discretion. After confirmation, either party can terminate the services by giving 60 days notice or basic salary in lieu thereof at the organization's discretion. You will be liable to submit all the company's assets, data etc., provided during your tenure in the company for carrying official duties, at the time of separation from the company. Please note that you are required to complete the exit formalities within 30 days from your last working day for processing your final settlement dues, if any. Company will not be liable to pay the final settlement dues (if any) in the event of non-completion of exit formalities within 30 days.

Reference Check:

Your appointment will be subject to satisfactory reference checks. Please furnish the names of two references, who have supervised you in professional capacity at some stage in your academic / professional career.

Termination of Employment:

Your services with the organization are liable to be terminated in the event of:

- a) Any breach of the conditions mentioned in this letter on your part;
- b) Any incorrect information furnished by you;
- c) Suppression of any material information by you; and
- d) Violation of Company's Code of Conduct.

Axis Securities Limited
Corporate Office: Unit No. 1,
Phoenix Market City, 15, LBS Road,
Near Kamani Junction, Kurla (West),
Mumbai - 400070

CIN No.: U74992MH2006PLC163204
Telephone No.: 022-40508080/61490808
Email Address: helpdesk@axisdirect.in
Website: www.simplehai.axisdirect.in

Registered Office: Axis House, 8th
Floor, Wadia International Centre,
Pandurang Budhkar Marg, Worli,
Mumbai - 400025



Change in the Personal Details:

You shall intimate the Company about any change of your residential address (permanent and / or current), qualification and other personal details within five days from the date of change of such details. Your residential address records with the company will be treated as official address and will be used for all official communications with you. In case of non-intimation of change in your residential address to the company, any correspondence to your last known address will be treated as communication received by the employee.

The terms and conditions of employment set out in this letter of appointment constitute service conditions to your employment in the organization in addition to code of conduct and other laid down guidelines and organization reserves the right to change the terms and conditions of your employment set out in this letter of appointment. Any future changes in the Company policies, rules, regulations and your employment terms will super cede the terms and conditions mentioned in this letter. The Courts in Mumbai will have exclusive jurisdiction with regards to any dispute.

Kindly note that you are required to sign the copy of this letter as a token of your acceptance and return it to us immediately. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, receipt of first salary by you will be conclusive proof of your acceptance of the terms and conditions mentioned herein.

A list of document to be submitted at the time of joining is given for your information.

We look forward to your contribution to the organization and hope that we will have a mutually fulfilling relationship.

Yours faithfully,
For Axis Securities Limited

Authorised Signatory

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

Signature
Name: **Ms. Karishma Udaykumar Thakker**

List of documents to be submitted at the time of joining

- 1) Photocopies of educational qualifications (10th std onwards)
- 2) Relieving letter from the last employer or Acceptance of Resignation
- 3) Last salary slip / Proof of salary of the previous organization
- 4) Declaration of medical fitness by the candidate
- 5) PF, Gratuity and ESIC nomination forms to be provided by the organization
- 6) Four Passport size photographs
- 7) Proof of Date of Birth and Residence
- 8) PAN Card copy

You are requested to submit all the above documents at your local office to facilitate the processing of your salary.

Karishma