SARANATHAN COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai-600 0025)

Venkateswara Nagar, Panjappur, Tiruchirappalli - 620 012,Tamil Nadu.

INDEX

CRITERION: 5.2.1

Number of placements of outgoing students during the year

2023-2024

S.No.	Department	No. of Students Placed	Page No.
1.	Civil Engineering	13	1
2.	Computer Science Engineering	65	16
3.	Electronics and Communication Engineering	61	373
4.	Electrical and Electronics Engineering	45	571
5.	Instrumentation and Control Engineering	24	718
6.	Information Technology	25	821
7.	Mechanical Engineering	36	1085
8.	Master in Business Administration	43	1125
Total-312			

SARANATHAN COLLEGE OF ENGINEERING

VENKATESWARA NAGAR, PANJAPPUR
TIRUCHIRAPPALLI – 620012
(APPROVED BY AICTE, NEW DELHI)
(AFFILIATED TO ANNA UNIVESITY, CHENNAI)

CRITERION- 5.2.1

S. No.	Department	Placement Count
	ACADEMIC YEAR 2023-2024	
1.	CIVIL	13
2.	CSE	65
3.	ECE	61
4.	EEE	45
5.	ICE	24
6.	IT	25
7.	MECH	36
8.	MBA	43
	TOTAL	312

TRAINING AND PLACEMENT HEAD

PRINCIPAL

Scanned with ACE Scanner

CIVIL

PUGET SOUND STEEL REBAR ENGINEERING PRIVATE LIMITED
SF. NO. 370/3, Site No.10, RAJINIGAND NAGAR, KEERANATHAM, COIMBATORE-641035.
CIN _ U74990TZ2019PTC031459

Appointment Letter

Date: 13-May-2024

Dear Aishwarya R,

We are pleased to inform you of your selection to a suitable grade based on the previous experience & resume presented by you.

Puget Sound Steel Rebar Engineering would like to offer you of the position of **Trainee Rebar Detailer** in our organization at a starting CTC based salary of **18,000 INR (Eighteen Thousand only).** This will effect from 01-July-2024 on the following terms and conditions.

You will be in probationary period for Six Months. After the period you will be confirmed based on your performance and attitude.

Your Annual salary would be **Rs 2,16,000 /- (Two Lakh Sixteen Thousand only)**. This shall be subjected to any taxes purpose if any. However, based on your performances, the company has the right to increase the salary or give you a performance incentive which is at the discretion of the organization.

We feel that you can make a valuable contribution to our efforts and hope that you recognize the outstanding career opportunities available for an individual with your background at Puget Sound Steel Rebar Engineering.

Wish you all the best.

Yours Faithfully,
For Puget Sound Steel Rebar Engineering Private Ltd.

N.Mohana Sundaram,

(Head of Indian Operation)

NIPPON KOEI INDIA PVT. LTD.
Consulting Engineers

Corporate Office
11th Floor, IFCI Tower, 61, Nehru Place
New Delhi 110 019. INDIA

Tel. : +91 11 6633 8000
Fax. : +91 11 6633 8036
E-mail : info@nkindia.in
Website : www.nkindia.in

Date : **27-Aug-2024**
Ref No. : **LOZNK-0781/24**

To
Mr. Gokul R,
4/844 Moolakadai St,
Kovil Kalappal , Naduva Kalappal Post ,
Thiruvarur, Tamil Nadu- 614710

Sub: Offer Letter

Dear Mr. Gokul R,

With reference to your application and subsequent interview, we are pleased to offer you the position of **QA/QC Technician** at **Engineer** Grade in **Chennai Metro Rail Project Phase - II(GC 1)**. You are required to join on **02-Sep-2024** and you shall be placed at **Chennai** Office. You shall be on fixed term employment initially for **32** Man Months in this project which will be extended further based on the progress of this project. Additionally, your employment tenure may also be extended based on further requirement for upcoming projects on mutually agreed terms.

As mutually agreed, your CTC will be **INR 3,60,024/-** per annum. The Break-up of the same is as per the Annexure attached herewith.

Please submit following documents at the time of joining:

1. Copy of Educational certificates.
2. Copy of Date of Birth Proof
3. Copy of Residence Proof
4. Copy of ID Proof
5. 4 passport sized photographs
6. Copy of PAN Card
7. Employment experience certificates
8. Copy of Aadhar Card
9. Cancelled cheque

For Broad Terms and Conditions, please refer **Appendix A**

A formal letter of Appointment will be issued to you after your joining with us.

Please acknowledge the Offer Letter and the attached Appendix as token of acceptance.

We welcome you and looking forward to a long and fruitful association.

Sincerely Yours

For Nippon Koei India Pvt. Ltd.

Dr. Himanshu Sinha
Sr. General Manager & HoD – HR

25.06.2024

OFFER LETTER

Dear **S.Srivarsan**,

Congratulations! We are pleased to confirm that you have been selected to work for Bharath Flat Promotters. We are delighted to make you the following job offer:

The position we are offering you is that of Site Engineer with a monthly cost to company od Rs.10000. This position reports to Mohamed Ibrahim – Partner - Bharath Flat Promotters.

We would like you to start work on 08.07.2024.

Please sign the enclosed copy of this letter and return it to me by 01.07.2024 to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Bharath Flat Promotters and look forward to working with you.

Sincerely.

For BHARATH FLAT PROMOTTERS

(N.MOHAMED IBRAHIM)
PARTNER

ELKII
REFLECT YOUR PASSIONS

ADDRESS: NO – 64,
SREE KAMATCHIAMMAN NAGAR,
VANAKARAM MAIN ROAD,
ALAPAKKAM, CHENNAI – 600 116,
MOB: 9384087545, 9384087546.
MAIL ID: project@elkiinteriors.com

Offer Letter

Date:_28.03.2024_

Name: **Super Sukumaran,**
S/O: Nagarajan,
Address: Melakonnakulam, Manamadurai,
Soorakulam, Sivaganga, - 630606

Subject: Appointment Letter,
Dear Mr. Super Sukumaran,

We are pleased to offer you an employment in our organization as a **Junior Engineer** and expected to join us on or before **10th April 2024**.
During your employment with ELKI INTERIORS, you will be reporting to Project Manager who will assign your day-to-day tasks. You may be required to serve in any of the Offices/Locations as per the organizational needs. You shall undergo **probation of 3 months** and your performance shall be reviewed periodically during this period.

You will report to duty from **9.00 am to 6.00 pm**, Monday to Saturday. However, you may be required to work such additional hours as are necessary to meet business needs. Strict punctuality is required in attendance.

You will receive a consolidated sum of **INR 14,000/ per month (Rupees Fourteen Thousand Only)** subject to the statutory deduction of tax at source as compensation. Your salary will be remitted to your nominated bank account in India on or before 10th of every month. Compensation revisions are assessed annually based on your performance, company profitability and general market conditions.

You are expected to deliver the following **scope of duties and responsibilities**.

- You will devote your skills and experience to learn the duties of this assignment and shall faithfully and diligently perform such duties of this position as assigned to you from time to time and all incidental duties in a diligent, timely and competent manner.

- Evaluate the drawings received from the Architect and suggest / recommend / raise clarification in order to release the same to the contractors for execution.

- Report every week on the progress of the project to your immediate superior and participate in the weekly progress meetings and monthly progress review meetings and update on the relevant area.

- Study and learn to monitor and control project schedule and project cost. Take appropriate corrective actions in case of any deviation from the schedule in order to meet the project schedule.
- Control quality at every stage of the project and ensure all tests as stipulated in the contract are complied with.
- It is envisaged that you will initially be posted in Chennai, Tamil Nadu, India, and you shall render your duties at Chennai or such other locations as may be advised to you from time to time.
- Prepare the Bill of Quantity and provide reasonable estimate
- Prepare the Shop Drawings / mill work drawings
- Prepare the Daily Progress Report Day to day at Site
- Raise quality non-compliance issues and ensure compliance within agreed time
- Ensure all quality tests are conducted, recorded and updated

ADDRESS: NO – 64,
SREE KAMATCHIAMMAN NAGAR,
VANAKARAM MAIN ROAD,
ALAPAKKAM, CHENNAI – 600 116,
MOB: 9384087545, 9384087546.
MAIL ID: project@elkiinteriors.com

POLICIES - You will be required to comply with policies and manuals issued by ELKI from time to time. Smoking and drinking alcoholic beverages are discouraged by this company

TERMINATION

Notwithstanding anything to the contrary in this Agreement, Elki Interiors may terminate the Agreement summarily or at its option on 24 hours written notice should you commit any breach of the terms of this Agreement or where it appears that you have committed any act or omission which is not in the Company's interest.

This agreement of offer may be terminated by either party, by giving to the other party sixty (60) days of formal written notice. If the employee has a negative leave balance owing to the Company, he or she shall re-pay the Company an equivalent sum of money.

Kindly forward a self-attested copy of your PAN card along with the acceptance of our offer.

We look forward to a satisfying and profitable association with you.

For ELKI INTERIORS

ELKI INTERIORS CHENNAI 600116

I, **Super Sukumaran** have read and understood these terms and conditions and herewith accept this offer.

Super Sukumaran

Date:

22/01/2024

CL/1/HFC/2024/032

Job Offer Letter

Dear Saruprabha. E,

We are pleased to offer you the position of **QA/AC Technician** at **Engineer Grade**. We believe your skills and experience make you an excellent fit and a valuable addition to our organization. We look forward to welcoming you to our team.

Your starting date will be **08/07/2024**, and your initial salary will be **Rs.16,000 per month**. Your salary will be paid on a monthly basis.

Please review the attached documents, including the employee handbook and employment agreement, and let us know if you have any questions or concerns. To accept this offer, please sign and return a copy of this letter by **05/02/2024**. If we do not receive your acceptance by this date, we will assume that you have declined the offer.

Please note that your employment with Habitat Form Constructions is contingent upon your compliance with all applicable laws, regulations, and company policies, including but not limited to our Code of Conduct and Confidentiality Agreement.

Thank you for your interest in Habitat Form Constructions. We look forward to working with you.

Sincerely,

V.VENKATESH M.E.,
Structural Engineer.
Reg No:107/LS/2020/02

N.VENKATALAKSHMI B.Arch.,
Architect
CA/2016/80416

22/01/2024

CL/1/HFC/2024/037

Job Offer Letter

Dear Pavithra. J,

We are pleased to offer you the position of **QA/AC Technician** at **Engineer Grade**. We believe your skills and experience make you an excellent fit and a valuable addition to our organization. We look forward to welcoming you to our team.

Your starting date will be **08/07/2024**, and your initial salary will be **Rs.16,000 per month**. Your salary will be paid on a monthly basis.

Please review the attached documents, including the employee handbook and employment agreement, and let us know if you have any questions or concerns. To accept this offer, please sign and return a copy of this letter by **05/02/2024**. If we do not receive your acceptance by this date, we will assume that you have declined the offer.

Please note that your employment with Habitat Form Constructions is contingent upon your compliance with all applicable laws, regulations, and company policies, including but not limited to our Code of Conduct and Confidentiality Agreement.

Thank you for your interest in Habitat Form Constructions. We look forward to working with you.

Sincerely,

V.VENKATESH M.E.,
Structural Engineer.
Reg No:107/LS/2020/02

N.VENKATALAKSHMI B.Arch.,
Architect
CA/2016/80416

22/01/2024

CL/1/HFC/2024/038

Job Offer Letter

Dear Raghul. A,

We are pleased to offer you the position of **QA/AC Technician** at **Engineer Grade**. We believe your skills and experience make you an excellent fit and a valuable addition to our organization. We look forward to welcoming you to our team.

Your starting date will be **08/07/2024**, and your initial salary will be **Rs.16,000 per month**. Your salary will be paid on a monthly basis.

Please review the attached documents, including the employee handbook and employment agreement, and let us know if you have any questions or concerns. To accept this offer, please sign and return a copy of this letter by **05/02/2024**. If we do not receive your acceptance by this date, we will assume that you have declined the offer.

Please note that your employment with Habitat Form Constructions is contingent upon your compliance with all applicable laws, regulations, and company policies, including but not limited to our Code of Conduct and Confidentiality Agreement.

Thank you for your interest in Habitat Form Constructions. We look forward to working with you.

Sincerely,

V.VENKATESH M.E.,
Structural Engineer.
Reg No:107/LS/2020/02

N.VENKATALAKSHMI B.Arch.,
Architect
CA/2016/80416

Marlin Marbles
5370, Alangudi Road,
Pudukkottai - 622 001. Tamilnadu.
Tel 94431 66264 / 99526 52396

MM/2-2024/0028 01-02-2024

CONGRATULATIONS!

Sub: Offer for Appointment for "Interior Design Consultant"

Dear Elakkiya. E

With reference to your interview with us, we are pleased to offer you the following position:

Position	Interior Design Consultant
Company Location	Pudukkottai, Tamilnadu.
Salary	2,22,000/-per Annum
Joining Date	On or Before 18 July 2024

You are requested to return the duplicate copy of the offer of appointment signed by you in token of your acceptance or Email back to us using your personal email address to our official id tendering your consent.

We welcome you and look forward to a long and successful association.

Yours sincerely,

(Proprietor)

Marlin Marbles
5370, Alangudi Road,
Pudukkottai - 622 001. Tamilnadu.
Tel 94431 66264 / 99526 52396

MM/3-2024/0012 01-02-2024

CONGRATULATIONS!

Sub: Offer for Appointment for "Interior Design Consultant"

Dear Kaniha. R

With reference to your interview with us, we are pleased to offer you the following position:

Position	Interior Design Consultant
Company Location	Pudukkottai, Tamilnadu.
Salary	2,22,000/-per Annum
Joining Date	On or Before 18 July 2024

You are requested to return the duplicate copy of the offer of appointment signed by you in token of your acceptance or Email back to us using your personal email address to our official id tendering your consent.

We welcome you and look forward to a long and successful association.

Yours sincerely,

(Proprietor)

Marlin Marbles
5370, Alangudi Road,
Pudukkottai - 622 001. Tamilnadu.
Tel 94431 66264 / 99526 52396

MM/2-2024/0033 01-02-2024

CONGRATULATIONS!

Sub: Offer for Appointment for "Interior Design Consultant"

Dear Magesh. S

With reference to your interview with us, we are pleased to offer you the following position:

Position	Interior Design Consultant
Company Location	Pudukkottai, Tamilnadu.
Salary	2,22,000/-per Annum
Joining Date	On or Before 18 July 2024

You are requested to return the duplicate copy of the offer of appointment signed by you in token of your acceptance or Email back to us using your personal email address to our official id tendering your consent.

We welcome you and look forward to a long and successful association.

Yours sincerely,

(Proprietor)

JAYALAKSHMI
STEELS & BUILDING MATERIALS
GSTIN : 33APCPN9640Q1ZB
Balusamy Nagar, Cuddalore Main Road, Seshanchavadi (Po), Valappadi (Tk), Salem (Dt) - 636111.
Cell : **97913 03334, 97912 98334,** G-Mail: **n97913 03334@gmail.com**

JSBM-7/2024/0001 Date: 05/03/2024

RE: EMPLOYMENT OFFER

Dear **A. Nantheswaran,**

Following your interview with us on the **01/03/2024**, we would like to offer you employment for Marketing Consultant at Jayalakshmi Steel and Bulding Materials at the salary of R**s.15,000 per month** , commencing on the **18/06/2024**. This is a permanent position. You will also be entitled to commission based on sales and references. The payment of commission is paid in accordance with your terms of employment and subject to the company's decisions.

You may also be eligible for the following benefits:

- Health insurance;
- PF;
- Incentives;

You will receive reimbursements for the following expenses in accordance with our policies which may be modified from time to time:

- Travel expenses;
- Food;
- Business apparatus;
- Education or training;

As explained during your interview, this employment offer is made subject to satisfactory results of the pre-employment background checks. It is also subject to the completion of a successful probationary period of **One Year**.

For full details of the employment offer terms and position please see your employment contract.
We will be in touch with your employment contract to formalize the acceptance.

We are delighted to be offering you this opportunity and look forward to you joining the organization and working with you.

For JAYALAKSHMI STEELS & BUILDING MATERIALS

Proprietor

JAYALAKSHMI
STEELS & BUILDING MATERIALS
GSTIN : 33APCPN9640Q1ZB
Balusamy Nagar, Cuddalore Main Road, Seshanchavadi (Po), Valappadi (Tk), Salem (Dt) - 636111.
Cell : **97913 03334, 97912 98334,** G-Mail: **n97913 03334@gmail.com**

JSBM-7/2024/0006 Date: 05/03/2024

RE: EMPLOYMENT OFFER

Dear **R. Arangarajan,**

Following your interview with us on the **01/03/2024**, we would like to offer you employment for Marketing Consultant at Jayalakshmi Steel and Bulding Materials at the salary of R**s.15,000 per month** , commencing on the **18/06/2024**. This is a permanent position. You will also be entitled to commission based on sales and references. The payment of commission is paid in accordance with your terms of employment and subject to the company's decisions.

You may also be eligible for the following benefits:

- Health insurance;
- PF;
- Incentives;

You will receive reimbursements for the following expenses in accordance with our policies which may be modified from time to time:

- Travel expenses;
- Food;
- Business apparatus;
- Education or training;

As explained during your interview, this employment offer is made subject to satisfactory results of the pre-employment background checks. It is also subject to the completion of a successful probationary period of **One Year**.

For full details of the employment offer terms and position please see your employment contract.
We will be in touch with your employment contract to formalize the acceptance.

We are delighted to be offering you this opportunity and look forward to you joining the organization and working with you.

For JAYALAKSHMI STEELS & BUILDING MATERIALS

Proprietor

JAYALAKSHMI
STEELS & BUILDING MATERIALS
GSTIN : 33APCPN9640Q1ZB
Balusamy Nagar, Cuddalore Main Road, Seshanchavadi (Po), Valappadi (Tk), Salem (Dt) - 636111.
Cell : **97913 03334, 97912 98334,** G-Mail: **n97913 03334@gmail.com**

JSBM-7/2024/0009 Date: 05/03/2024

RE: EMPLOYMENT OFFER

Dear **V.S. Thavaneshan,**

Following your interview with us on the **01/03/2024**, we would like to offer you employment for Marketing Consultant at Jayalakshmi Steel and Bulding Materials at the salary of R**s.15,000 per month** , commencing on the **18/06/2024**. This is a permanent position. You will also be entitled to commission based on sales and references. The payment of commission is paid in accordance with your terms of employment and subject to the company's decisions.

You may also be eligible for the following benefits:

- Health insurance;
- PF;
- Incentives;

You will receive reimbursements for the following expenses in accordance with our policies which may be modified from time to time:

- Travel expenses;
- Food;
- Business apparatus;
- Education or training;

As explained during your interview, this employment offer is made subject to satisfactory results of the pre-employment background checks. It is also subject to the completion of a successful probationary period of **One Year**.

For full details of the employment offer terms and position please see your employment contract.
We will be in touch with your employment contract to formalize the acceptance.

We are delighted to be offering you this opportunity and look forward to you joining the organization and working with you.

For JAYALAKSHMI STEELS & BUILDING MATERIALS

Proprietor

CSE

4i apps solutions

May 30, 2024

Dear **Mr. Abdul Vajith M,**

SUB: Employment offer as Associate Technical Consultant

Further to the submission of your candidature and the subsequent interviews you had with us, we are pleased to offer you the position of **Associate Technical Consultant** in grade **G1** with 4i Apps Solutions Private Limited.

Your total CTC will be **INR 3,20,339.00** (Indian Rupees Three Lakh Twenty Thousand Three Hundred Thirty Nine Only) per annum.

Please refer the Annexure – 1 enclosed herewith for a detailed break-up of your compensation and benefits offered.

You will be enrolled as a Trainee for a period of 1 year from your date of joining. At the end of 1 Year, your performance will be evaluated. Upon successful completion of the training period and based on your performance your grade and designation will be revised as **Senior Associate Technical Consultant – G2**.

You will be required to sign a bond for a period of 3 years from the date of joining. In case you choose to resign / leave the organization prior to your completion of 3 years from date of joining, you will be liable to pay an amount of **INR 2,00,000.00 (Two Lakh Only).** The bond will have to be signed on your date of joining.

The place of initial posting will be at Chennai; however, you are liable to be transferred to any location of the company within the group based on the organization requirement.

All other Terms & conditions of your employment will be line with company Policies and Procedures currently in force. The company reserves the rights to add, remove or modify its existing policies and procedures at any given point in time. In such cases, the revised policy handbook will take precedence.

You will be required to join services on **03-Jun-2024.** Kindly ensure all documents as specified in the check list (TOE) are submitted on the date of your joining. The offer is not valid in the event of non-submission of the documents as required. All the documents submitted by you will be subjected to verification. If any discrepancies are found, you will be asked to separate from the company.

This offer is valid till **31-May-2024** and you are requested to confirm your acceptance of the offer terms by signing and submitting duplicate copy of the offer letter.

Yours Truly,
for **4i Apps Solutions Private Limited**

Mridusmita Das

Mridusmita Das
Sr. Manager - Talent Management

I accept the above terms and conditions

Mr. Abdul Vajith M

4i apps solutions private limited
HQ, 2nd Floor
Kazhipattur (OMR)
Chennai - 603103.

T : +91 44 6638 0000
info@4iapps.com

CIN U72200TN2008PTC068041
4iapps.com

4i apps solutions

Annexure 1

Name	**Mr. Abdul Vajith M**
Designation	**Associate Technical Consultant**
Grade	**G1**

Salary Components	Annually (INR)
Basic	90,000.00
HRA	45,000.00
Conveyance	19,200.00
Special Allowance (FBP*)	94,200.00
Work From Home Allowance	24,000.00
Statutory Bonus	16,800.00
PF (Company contribution)	21,600.00
A. Total Fixed Pay	**3,00,000.00**
B. Company Performance Linked Pay (CPL)	**0.00**
Annual Compensation (A+B)	**3,00,000.00**
Additional Benefits	
Gratuity	4,327.00
Medical, Life & Accident Insurance Premium	16,012.00
Total CTC (A+B+Additional Benefits)	**3,20,339.00**

Reference Points

I. Flexible Benefit Plan (FBP) from the Special Allowance Component
1. An Employee may choose LTA and/or Food Coupon as Reimbursements and claim by furnishing original bills.
2. If a benefit(s) is not chosen as Reimbursement, the same will remain as part of Special Allowance.

II. Work from Home Allowance
1.Work from Home allowance to cover expenses related to Wifi, internet, phone, workstation and other ergonomic set-ups.

III. Company Performance Linked (CPL) Pay
1.The company Performance Linked (CPL) pay (if applicable) is payable monthly based on achievement of organizational goals and objectives.

IV. Insurance Policies provided by Company
1. Sum Insured for Group Mediclaim Insurance for a 5 Lakh / 10 Lakh cover as applicable
2. Sum Insured for Group Personal Accident Insurance: Rs. 25,00,000 (25 Lakhs)
3. Sum Assured for Group Life Insurance: Rs. 15 Lakhs / Rs.30 Lakhs cover as applicable

* Insurance Rates and benefits are subject to change every year as per Agreements.

V. Statutory Benefits & Retirals
1. An employee will qualify for Gratuity as per the Gratuity Act,i.e., upon conitnuous service of 5 years or more.

VI. IT & Statutory Deductions
1. Tax Deducted at Source (TDS) as per one's Income and Investments
2. PF, ESI & Professional Tax (applicable as per Statutory Requirements)

VII. Contributions pertaining to PF, Gratuity, leave encashment, notice period etc :
1. Will be computed on the basis of basic.The Salary structure of the company many be altered / modified at any point of time without prior notice including your remuneration and other terms and conditions of employment.

VIII. Terms and Conditions of Employment :
1. At all times, you will be governed by 4iApps' Policies and Procedures prevailing and as detailed in the Employee Handbook.4iApps Solutions reserves the right to amend its policies and procedures at any point in time. In such cases, the revised policy or communication will take precedence.

4i apps solutions

Terms of Employment (TOE)

Joining & Induction

On your day of joining you will be required to submit the following documents mandatorily:

* 10th & 12th Mark list
* UG Consolidated Mark list & Convocation Certificate
* PG Consolidated Mark list & Convocation Certificate
* Certifications, if any
* Photocopy of all pages of Passport
* Photocopy of PAN Card
* 15 Passport-size photos (white background)
* Service Certificate of all previous employers (if having past experience)

The scanned copies of the above need to be mailed to us before your joining date. You will go through a formal Induction programme within the first week of joining 4i.

Appointment Letter and Payroll in 4i will be processed subject to complete submission of the above documents.

Salary Structure & Payment

Salary processing will be as per the details mentioned in the offer letter and annexure. Besides, there is a basket of reimbursements as part of the salary structure that will consist of LTA & Food coupons. Salary for all employees will be paid on the last working day of the respective month. The same will be electronically deposited in their HDFC BANK account.

Business Working Hours & Days

4iapps observes a 5-day working week with weekly-off on Saturday and Sunday and a 9-hour work day from 9:30hrs to 18:30hrs, which includes 30-minute break for lunch from 12:30hrs to 14:00hrs and two 15-minute breaks for tea/coffee in forenoon and afternoon.

However, depending on project contingencies, employees are expected to synchronize with global time zones, working days / hours, and this may be altered from time to time.

Attendance Rules

Employees will be marking their attendance through the access cards assigned to them.

Mode of Employment

Employees joining services in Grade G1 will be on Training period as per the Offer details. Those joining in Grade G2 and above will be on probation for 6 months from joining.

Dress Code while in 4iApps Chennai ODC

Employees are to be dressed in Business Formals Monday through Wednesday. From Thursday to Sunday appropriate Business Casuals may be worn. Exceptions to the guidelines may be allowed in instances where the organization / business unit decides to come in concept-dressing.

4i apps solutions

Business Formals for Men

Formal trousers and full-sleeved formal shirt with formal shoes. Tie/Business Suit is to be worn compulsorily during client visits or onsite assignments.

Business Formals for Women

Salwar-Kameez / Churidhar-Kurta / Saris / Formal Trousers/Skirt with a Formal Top accessorized with a stole or scarf – that suit professional environment should be worn.
Accessories should be tasteful and complement the formal attire; tone of jewellery should be low. Trinkets, glass bangles or noisy heels should be avoided.

Business Casuals for Men

Casual trousers / corduroys / jeans with collared T-Shirts or Casual Shirts. Athletic shoes and sneakers are allowed. Sandals /Chappals are not allowed.

Round-neck tees / Cargo pants / Shorts / Bermudas are not allowed.

Business Casuals for Women

Jeans / Tees / Tops / Kurtis / Tunics are acceptable as long as the colour or print is not too loud or overbearing. Any choice of casual wear should not be revealing, excessively form-fitted or worn out.

Leave and other absence

Leave cycle is from Jan – Dec.
While on Probation and Training, employees will be entitled to 1 day of leave on completion of every calendar month. The same can be accumulated till Dec of that year.

Upon confirmation, an employee will be entitled to 6days Casual Leave (CL), 6 days Medical Leave (ML) per annum, both of which will be credited upfront. In addition to these, 1-day Privileged leave (PL) will be credited to the leave account on completion of every calendar month. PL can be accumulated, carried forward to the subsequent years and uncashed at the time of separation.

Dress Code while in Client Location

Irrespective of client's business / casual wear days, 4i employees will be dressed in Business Formals on all working days; men to compulsorily wear a Tie.

Performance Appraisal and Salary Reviews

Annual appraisals and Anniversary Appraisals (for freshers) are facilitated as per the Appraisal policy of the company.

Notice Period

For employees joining on Trainee or Probation mode, notice period will be immediate on either side. Relieving will be subject to clearing all the dues as specified in one's Contract Agreement/ Appointment Letter. Upon confirmation, employees will be required to serve 60 days notice from date of resignation.

Irrespective of the mode of employment (Trainee/Probationer/Confirmed),an employee will be required to serve 90 days or more as notice if he/she is assigned to a project (onsite / offshore), and will be relieved subject to clearing all dues and project deliverables.

Offer: Computer Consultancy
Ref: TCSL/DT20234143758/Chennai
Date: 14/07/2024

Ms. Afreen Abdulla
1/552, Andavar Rice MillPoolangudi Colony,
Near Pallivasal,
Tiruchirapalli-620025,
Tamil Nadu.
Tel# 91-9384382612

Dear Afreen Abdulla,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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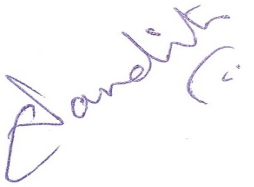
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Afreen Abdulla**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

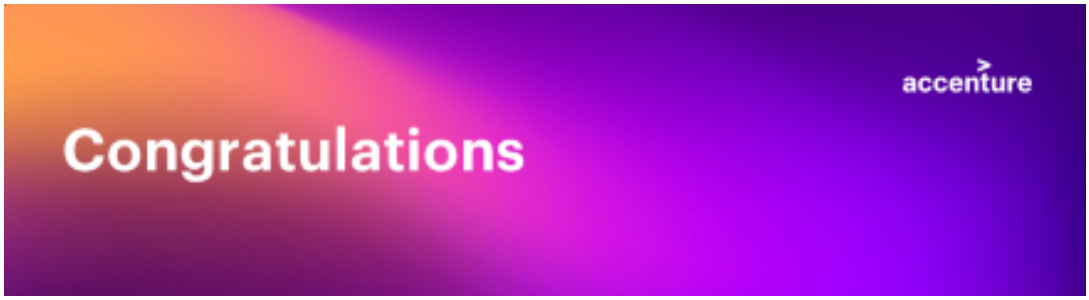
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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29 September 2024

C09206942
Afreen A Afreen A
1/552, Andavar rice mill, Poolangudi colony, HAPP(post)

Dear Afreen A Afreen A,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - **12**
Job Title - **Packaged App Development Associate**
Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

• Annexure 1 for the compensation and benefits details.
• Annexure 2 for documentation to be submitted by you.
• Annexure 3 for Remote working condition - Declaration to be submitted by you.
• Annexure 4 for declaration to be submitted by you.
• Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

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 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

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

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

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

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

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

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.

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/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:
Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

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. You may be required to submit additional documents which 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 within the specified time shall result in revocation of this Offer/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. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Yours sincerely,

C. Lakshmi

Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

ACKNOWLEDGED AND AGREED:

Candidate's Signature Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)
Afreen A Afreen A

_____

Date: Sep 30, 2024

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual (INR)
(A) Annual Fixed Compensation*	**INR 383,000/-**
(B) Variable Bonus earning potential (at maximum 8.5%)	**INR32,555 /-**
Annual Total earning potential (A+B)	**INR 415,555/-**
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 6,400/-**
Notional Insurance Premium paid by Company	**INR 13,700/-**
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 435,655/-**
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	**INR 12,000/-** (capped at **INR 1,000/-** per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	**INR 5,700/-** [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

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. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

VARIABLE BONUS

You will be eligible to participate in the FY24-25 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the 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.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	**INR 5,00,000/-** per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**	Company
Future Service Liability	Self	Up to **INR 20,00,000/-**	Company
Employee Deposit Linked Insurance (EDLI)	Self	**INR 7,05,000/-** (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
• 10% of such claims for self, spouse /partner and 4 dependent children
• 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan
Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer
2. Personal Accident coverage for self, up to three times your annual fixed compensation.

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

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

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**
a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

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

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

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

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

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

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

Please note:
• Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you.

RELOCATION ASSISSTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:
• Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
• Expenses towards movement of one vehicle including Road Tax / Octroi
• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

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.

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 Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

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

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

ANNEXURE 2 : REQUIRED DOCUMENTATION

• Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
• PAN card copy (mandatory to be submitted on day 1)
• Document/s containing start date and end date of the last two employers
• Copy of Degree/PG/Diploma (wherever applicable) certificates
• Copy of all semester mark sheets (last semester mandatory)
• Relieving Letters from previous employer
• UAN Number and PF Statement for your last two employments before Accenture
• Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
• Experience Certificate from 2 previous employers (if relieving letters not submitted)
• Passport copy , if available (if not please apply immediately)
• Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

• You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

• I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.

• I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property

• I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role

• I agree and undertake to follow the work timings defined by my organization

• I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role

• I understand and confirm that I will be responsible for safety and security of the company assets assigned to me

• I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

Candidate's Signature: Afreen A

Afreen A (Sep 30, 2024 17:19 GMT+5.5)

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.
I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to 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 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____

Afreen A Afreen A

Date: Sep 30, 2024

Disclaimer

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

Candidate's Signature: Afreen A
Afreen A (Sep 30, 2024 17:19 GMT+5.5)

15th October 2023

To

Almasdivan K,
53, Devaraya Nagar Main Street, K.K Nagar
Tiruchirappalli – 620 021

Letter of Appointment

Dear **Almasdivan,**

Subsequent to the interviews we had on campus at ***Saranathan College of Engineering*** on ***13th October 2023***, we are pleased to offer you an **Full Time Internship + Full Stack Developer (Full Time) position** at **AUGURAI**, located at Thillai Nagar, Tiruchirappalli with effect from **2/1/2024** on the following terms and conditions.

1. **Accountability:**

You will report directly to the **Chief Executive Officer.**

2. **Internship Duration:**

Internship duration would be approximately **6 months** ***(full time during the last semester)***. You would be absorbed as a full time ***Full Stack Developer*** on successful completion of your final semester courses/projects as well as internship.

3. **Remuneration:**

You will be paid an **annual** renumeration of **Rs. 4,00,000/-** on a cost to company basis for the **full time Full Stack Developer** position. You will also be paid a **stipend** of Rs. **10,000 per month** during your **internship** with us. The remuneration offered to you is absolutely confidential.

4. **Working Hours:**

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business.

5. **Duties:**

Yours will be a full time salaried position with no overtime compensation. You shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any.

The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address:

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits:

You will be eligible to avail 20 days of earned leave per year with prior approval from the manager.

8. Notice Period:

Your services may be terminated by either side giving 30 days notice to the other or 30 Days salary in lieu thereof, which shall be prorated for the period of notice being un-served.

9. Service Rules:

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

10. Non Disclosure Agreement (NDA):

You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.

You shall undertake not to discuss, disclose, or expose any information which the company may classify as confidential, including technology, ideas, concepts evolved by the company and such information shall of all kinds in which include, words, scripts, documents., electronically stored data, encrypted information, designs, formulae, source codes, object codes, any intellectual property being developed or developed by the company. The terms and conditions stated in the said undertaking shall be in force even after you cease to be in the employment of the company.

Breach of terms and conditions contained herein shall be considered a breach of the terms and conditions of your employment and as misconduct on your part and may result in termination of your services by the Company, without notice or pay in lieu thereof.

Kindly sign and return to us a copy of this letter before **18/10/2023** as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We wish you a long and fruitful association with AUGURAI.

Please reach out to us at ravishankar@theaugurai.com or +91 96633 97694 for any queries.

Thank you.

Regards,



Ravishankar Rajagopalan
Director
AUGURAI PRIVATE LIMITED
ravishankar@theaugurai.com
+91 96633 97694

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

Signature:

_____

Date:

Location:

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 095, TN, INDIA
CIN: U72200TN2005PTC057065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w| www.kaartech.com

Date: 10 · 08 · 2023

Name of the Student: Ananda Dhanshinee M S

Name of the College: Saranathan College of Engineering

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the "**Trainee – SAP Sergeant**" role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 75% in UG / PG score without history or standing arrears.** Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of **Rs 5000/-**.

On successful completion of project review and assessments, interns will be eligible to enter second 6 months, and they will undergo project related training and participate in live projects along with the learning stipend of **Rs.10000.** (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from 1st month of probation will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately.

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date of Joining

Kaar Technologies India Private Limited
Level 8 Shyamala Towers,
No 136, Arcot Road,
Chennai - 600 093, TN, INDIA
CIN: U72200TN2005PTC087065
t | +91 (44) 4065 1500
f | +91 (44) 4065 1512
e | info@kaartech.com
w | www.kaartech.com

Kaar
In Pursuit of Excellence

Date: 10.08.2023

Name of the Student: Aparna Gayathri N

Name of the College: Saranathan College of Engineering

Letter of Intent to Hire

This letter is evidence that you have successfully completed our selection process for the **"Trainee – SAP Sergeant"** role.

With reference to your participation in the on-campus hire process, and subsequent interview you had with us, we are happy to extend an **Intent to hire letter.**

The offer Letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria of **80% in 10th Std, 80% in 12th Std and 75% in UG / PG score without history or standing arrears**. Employment is subject to you being medically fit, and subject to satisfactory references, background verifications.

All campus hires will get an opportunity to do internship from 7th semester for the period of one year. During the first 6 months, interns will be exposed to ERP, Digi-Tech, SAP Full Stack Technical and Functional Modules along with Project Management training. During this phase they are expected to complete multiple mini projects to get hands on experience in SAP along with a learning stipend of **Rs 5000/-**.

On successful completion of project review and assessments, interns will be eligible to enter second **6 months**, and they will undergo project related training and participate in live projects along with the learning stipend of **Rs.10000**. (Rupees Ten Thousand Only) The above-mentioned stipend is inclusive of Provident Fund as per the statutory act. and Interns will be elevated to the role of full-time employee based on the final assessment in live project and they are eligible to get their full salary. Your salary from **1st month** of probation will fall under **Rs. 650000** (Rupees Six Lakhs and Fifty Thousand Only) Annual CTC. All the salary components will be subject to statutory compliance. The details are enclosed in the annexure.

We will be issuing the offer letter at the time of Joining.

The DOJ is subject to business requirement and market conditions. Your Joining batch and the date will be communicated by Human Resource Department separately

You will be required to sign a Proprietary Information and Inventions agreement on joining. Your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Kaar Technologies and look forward to a long and mutually rewarding association with you.

Yours Sincerely,

For Kaar Technologies India Pvt Ltd.,

Authorized Signatory.

I accept the above terms and conditions.

Candidate Signature
Date of Joining

Compensation Structure Details:

The details of your Compensation Structure are given below:

Basic- Basic salary means monthly fixed salary excluding all the allowance, perks, and benefits payable to the employee. It would be fully taxable in the hands of the employee.

HRA- 50% of basic would be paid to employee towards HRA. Tax exemption can be availed on this compensation as per rules of HRA in the Income Tax Act.

Flexi Benefit Allowance (FBA)- The Flexi Benefit Allowances will be paid to you as part of your salary every month. The components are as follows: Leave Travel Allowance, Children's Education Allowance, Children Hostel Allowance, Professional Development (Academic expenses, Books & periodicals) and Telephone & Internet reimbursement.

You have the flexibility of changing the amounts under each of the above-mentioned heads, within your FBA, according to your preferences and income tax plans. Taxation will be governed by the Income Tax rules. Kaar will be deducting tax at source as per income tax guidelines.

Performance Variable Pay – Payable based on the prevailing Variable Pay Policy in the Organization. (Subject to Change).

Provident Fund – Provident fund will be governed as per the statutory act.

Gratuity – Gratuity amount shown in the annexure in approximation of your eligibility and final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, as per the Company Policy.

Insurance: – You will be eligible for following benefits, which will be governed by Company policy:

1. Medical Insurance for self, spouse and 2 dependent children up to **Rs. 300000/-** per annum. Premium for this is included in CTC.
    a. You have the option of availing Kaar Negotiated rates to cover your parents, parents in-law and any additional child under a separate Insurance plan up to **Rs. 400000/-** per annum. The entire premium for this will have to borne by you. This plan allows for coverage of pre-existing ailments.
    b. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
        - 10% of such claim for self, spouse, 2 dependent children. (Subject to change)
        - 20% of such claims for parents, parents in-law and additional children under the separate insurance plan. (Subject to change)
2. Life Insurance coverage equivalent to your annual fixed compensation within minimum cover of **Rs. 3000000/-**

ANNEXURE

Name: Aparna Gayathiri N
Designation: Trainee
Band: II-D

Compensation Structure in Rs.	**Annual**	**Monthly**
Basic	260000	21667
HRA	130000	10833
Flexi Benefit Allowance	218900	18242
Gross Salary	**608900**	**50742**
Employer's Contribution to PF	21600	1800
Gratuity	13000	NA
Medical Insurance	6500	NA
Annual Cost to Company	**650000**	

Walmart Global Tech

29-10-2024

Aparna Durairaj
No 38A4 street, Govindasamy Nagar, kandanchavadi, Chennai, Tamil Nadu 600096
Chennai, Tamil Nadu 600096

Dear Aparna,

We are pleased to offer to you an opportunity for full-time employment with WM Global Technology Services India Private Limited ("the Company"). If you accept our offer, your tentative joining date will be on 18-11-2024 or such other date as communicated by the Company.

Attachment A contains the terms and conditions of your employment with the Company.

Attachment B contains the details of your compensation and benefits, which is subject to appropriate taxes. These taxes will be deducted from your pay.

If you accept the offer, please sign the letter, and return to us within 3 business days from the date of this letter. Our offer shall automatically lapse unless we receive your acceptance within the designated time or unless we grant an extension of time due to extenuating circumstances.

You are required to handle this letter with all terms and its contents as strictly confidential, including but not limited to compensation, and you may not disclose or discuss the same, externally or with co-workers, without the Company's prior written consent.

We look forward to you joining our team and contributing to the Company's success. Should you have any questions or would like to discuss the terms and/or conditions of this offer, please feel free to contact your recruiter.

Yours Sincerely,

WM Global Technology Services India Private Limited.

Bhumika Srivastava
Group Director, People Strategy

Ref: JMD/CH/2023-24/122

Date: 18 October 2023

Letter Of Intent

Dear Bharathiraja C,

Thank you for the interest in **JMAN Digital Services Pvt. Ltd**.

Subsequent to your interviews with us, we are glad to inform you that we intend to hire you as a **Software Engineer** subject to you completing your graduation and have all the relevant certificates and documents at the time of joining. The date of joining will be communicated to you or to the management of **Saranathan College Of Engineering** through an email at a later date. Further details on your joining formalities will be communicated once the date of joining is finalised.

The cost to the company offered to you is **Rs. 5,00,000/-** (Rupees Five lakhs only) per annum. In addition, you will be eligible for a **Commitment Bonus** of **Rs. 2,00,000/-** (Rupees Two lakhs only) payable on successfully completing **30 months** in the organization, subject to you staying on the active rolls of the organization. The Commitment Bonus is not payable if you are serving your notice period.

You will be reporting to JMAN Group office at **Tidel Park, OMR, Chennai** for your joining.

We welcome you to **JMAN Group** and look forward to a long and mutually rewarding association with you.

For **JMAN Digital Services Pvt. Ltd.,**



Gerald Joseph
Business Manager

iLink Multitech Solutions
Thinking Beyond

14/08/2024 04:43 PM

WELCOME LETTER

Dear Bhavyasrii Ananthasayaname,

Welcome to the iLink family.

We are excited to extend you an offer to join us as a Software Engineer Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the employment have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

iLink Multitech Solutions
Thinking Beyond

ILM-Che-Offer-3760

To:

Bhavyasrii Ananthasayaname
Ananthasayanam, 6. Chozgapuram Extension, Nochivayal Puthus South Malaikovil, Thiruverumbur,
Tiruchirappalli, Tamil Nadu
India - 620013

Sub: Offer Letter

Dear **Bhavyasrii**,

We are delighted to offer you the role of **Software Engineer Trainee** at iLink Multitech Solutions.

The terms of the offer are given below, which, if you accept, will govern your employment.

1. Salary
You will be paid a CTC of **Rs.550000/-(Rupees Five Lakh(s) Fifty Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

2. Work Place
You will initially work from our office in **Chennai**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

3. Duties
Your duties may vary from time to time depending on the business focus of the Company.

4. Appraisal
You will be eligible for salary increases during the subsequent salary revision cycles, the first of which will be the scheduled revision cycle after the completion of the probation period.

5. Working Hours
You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

6. Probation Period
You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.

Your employment with **iLink Multitech Solutions** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 Month in the first 30 Days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **21/08/2024**.

This offer is valid till **15/08/2024, 5PM. Please email confirmation of acceptance before that date/ time.**

You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance

The following documents (Original and Photo Copy) are required at the time of joining on **21/08/2024**

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company– if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet (if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

Annexure: 1

1. We assume that all the documents you submit will match the information provided in the resume and during the interview process. Any discrepancies might lead to the termination of employment.

2. Relieving letter from your previous company is required for you to join iLink. If relieving letter will be delayed from your previous organization, please submit your resignation acceptance letter. If you are submitting a printout of the mail copy of your Relieving letter/resignation acceptance, please ensure that it is attested by your previous company HR with signature and the company seal.

3. Please read your iLink appointment letter thoroughly and submit the hard copy of the company's original acceptance letter with your signature to HR before you are enrolled into the rolls of the company.

iLink Multitech Solutions
Thinking Beyond

Annexure: 2

CTC STRUCTURE		
	Monthly Salary	**Annual Salary**
	In Rupees	In Rupees
Basic	13750.00	165000
HRA	6875	82500.00
Leave Travel Allowance	3666.67	44000
Special Allowance	18092	217100
Total	**42383.33**	**508600.00**
Non-Cash Benefits		
Company's contribution to P.F. (including Administrative Charges)	1950	23400
Medical Insurance	840	10080
Gratuity	660	7920
Total CTC	**45833**	**550000**

For further clarification, please feel free to contact us.
Yours truly,
For iLink Multitech Solutions



Garima Sharma
Director

ACCEPTANCE OF OFFER

I hereby declare that I accept this Offer Letter

Candidate's Signature

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear DEVARANI S

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

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SpringFive

TRAINING AGREEMENT

The agreement of Training made between Dheepika R (hereinafter referred to as the "Trainee"), and SpringFive Consulting Services LLP ("SpringFive") on 21-May-2024. Wherein, the Trainee of his/her own freewill binds himself/herself as Trainee in SpringFive to serve for the period of full term of 2 months and the LLP agrees to permit the Trainee to train under itself for the aforesaid period.

1. Term

The term of this Training begins on 03-June-2024 and ends on 31-July-2024.

2. Location

The training location of the Trainee shall be in **Bengaluru, India** and Trainee should report to office at **11:00 am at SpringFive Consulting Services LLP, 91 Springboard, 512/10, Service Lane, Outer Ring Rd, Mahadevapura, Bengaluru, Karnataka 560048.** However, at the discretion of SpringFive, the training location may be subject to change from time to time.

3. Stipend

The Trainee will be entitled to receive a stipend of Rs.15,000/- monthly as decided by the Designated Partner of the LLP during the course of the Training.

4. Termination

i) Trainee shall not terminate the Training without the consent of the Designated Partner.
ii) SpringFive may at any time in its sole discretion, terminate the Training without notice or cause.

5. Internship Completion

The trainee is expected to complete the course of internship and will be evaluated accordingly. After the completion of the internship, your appointment will be confirmed in writing, subject to your performance to our satisfaction.

6. Confidentiality

The Trainee hereby acknowledges, and is aware, that during the course of the Training with SpringFive, the Trainee will come into possession of valuable information / technical know-how and proprietary information of SpringFive, including but not

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limited to current and future business information of SpringFive, its clients, suppliers or employees.

The Trainee shall undertake to keep all such information in strict confidence and reaffirm to fully adhere to all confidentiality obligations that are set forth in the current terms of the Training.

7. Intellectual Property:

The Trainee hereby acknowledges that SpringFive is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, or any other business-related information or trade secrets of the Firm, including but not limited to, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by the Trainee in course of the Training with SpringFive. The Trainee shall not in any manner whatsoever, represent and/or claim to have any interest by way of ownership, assignment or otherwise in the same.

The Trainee acknowledges that SpringFive shall own all rights, title and interest including copyright in any work created by the Trainee in course of Training with SpringFive.

8. Asset Protection

The Trainee hereby acknowledges that he/she shall make all the reasonable efforts to safeguard SpringFive's Assets assigned to him for the purposes of carrying out the official duties. Any theft or loss that occurred due to negligence or carelessness or for any other reason shall be duly recovered from the Trainee. The Trainee further undertakes to return all the assets assigned to him back to SpringFive at the time of termination or at the time of completion of Training.

9. Other terms and conditions

The Trainee hereby acknowledges and agrees to abide by all internal Policies of SpringFive, and SpringFive reserves the right to change these Policies at any time in its absolute discretion.

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

The Trainee represent and warrant to not at any time during the period of Training with SpringFive, pay, promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, or public

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international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with SpringFive's business in violation of the applicable laws, including the Prevention of Corruption Act, 1988.

The Trainee agrees not to make any disparaging, defamatory or negative remarks or statements, whether oral or written to any third party regarding SpringFive or any of their employees, contractors or other representatives or their business, products or services.

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

The parties have put their respective hands on the day and the year first herein above written.

Signed and delivered by
For and on behalf of
M/s. SpringFive Consulting Services LLP

DocuSigned by:
yashwant vizzappu
5D2ADF7DCF4A4B5...

Yashwant Vizzappu
Designated Partner

Acknowledged by

R. Dheepika

(Dheepika R)

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 14-Jan-2024

To

Mr.DHINESH KUMAR S,
33/A, KAMARAJ NAGAR,
VANNIYARPALAYAM,
CUDDALORE-607001, TAMILNADU.

Dear **Mr.DHINESH KUMAR S,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **13-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

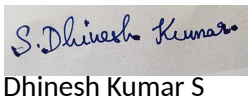
With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	14 Jan 2024
Name :	Dhinesh Kumar S	Place :	Cuddalore

ANNEXURE A

NAME : DHINESH KUMAR S
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	20000	240000
HRA	10000	120000
Other Allowance & Flexible component	17600	211200
Gross Salary	**47600**	**571200**
Employer Provident Fund (12% of Basic+TA)*	2400	28800
Cost To Company (CTC)	**50000**	**600000**
Prosperity Sharing Plan		100000
Compensation for the first year		**700000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.3000000/- (RUPEES THIRTY LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

OFFER & APPOINTMENT LETTER

Offer Release Date: September 23, 2024

Dear DHIVYA DHARSHINI P,
`C/7 varathachariyar street, Tiruchirappalli,
Tamil Nadu, India, .
Document ID - 730acf67-7639-4f01-bbe5-3ccb4a7de27e

Dear **DHIVYA DHARSHINI P,**

Congratulations! With reference to the interviews conducted by **HCL Technologies ltd. (herein referred as "HCLTech" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 3, 2024**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCLTech believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **325000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

You would be required to furnish digital copies of the documents and other listed information in **Annexure III**, before your joining date. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCLTech family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

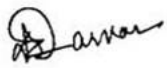
You are requested to accept the offer within 03 days, failing which the offer will stand null and void.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Signature of Employee:

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies ltd.



Debasis Sarkar
Executive Vice President, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

2

Signature of Employee:

NOTE:
1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLTech Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

ANNEXURE II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLTechie, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Madurai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLTech Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Performance and Compensation Reviews

Your performance appraisal and compensation review will be governed by the Company's policy being in force from time to time.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to e-sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

8. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCLTech policies.

9. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
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Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

12. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

13. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

14. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

15. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

16. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCLTech, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCLTech to take appropriate disciplinary action which may lead & include up to termination of your employment with HCLTech.

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

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCLTech	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	Consent to be given on candidate information form for BGV initiation and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly scanned & all details are visible.
- Please avoid clicking pictures of documents and uploading.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal

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Account Number) account creation/porting etc. HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

You will need to report to HCLTech to complete the joining formalities on the date of Joining, please connect with your recruiter for further details / exceptions.

Location of HCLTech Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No-1 , Akashi Induction Room, Ground Floor, Tower–1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201303
2	CHENNAI	HCL Technologies Ltd, SEZ Unit-2 (Sdb2 Buld), ELCOT-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, Induction Arena, Ground Floor, Tower-4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore-562106
4	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
5	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, SEZ, Pune-411013
6	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow-226002
7	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , Plot No. 5 & 7, Ilanthaikulam Village, Madurai-625020
8	NAGPUR	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur-441108
9	VIJAYAWADA	HCL Technologies Ltd. S.No: 20/3, NH-5, Kesarapalli Vill, Gannavaram Mandal, Vijayawada, Krishna Dist, Andhra Pradesh-521102

Signature of Employee:

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCLTech.

Performance Bonus (PB):

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Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amounsst mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
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Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

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- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCLTech, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with

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the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

   For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

   i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

   ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

   iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

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11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

DHIVYA DHARSHINI P

September 23, 2024

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: `C/7 varathachariyar street, Tiruchirappalli,
Tamil Nadu, India, .
Email ID: dhivyadharshini2907@gmail.com
Telephone Number: 6374674929

Signature of Employee:

Offer: Computer Consultancy
Ref: TCSL/DT20234138050/Chennai
Date: 12/07/2024

Ms. Felicia A
39 Pasumai Nagar,
Bikchandar Kovil,
Tiruchirappalli-621216,
Tamilnadu.
Tel# -

Dear Felicia A,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **15,000/-** per month.

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

5. **Personal Allowance**
   You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
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ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

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

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Felicia A**
Designation	**Systems Engineer**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service[illegible] Email: careers@tcs.com

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Mail: careers@tcs.com



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

TATA CONSULTANCY SERVICES
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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

Wednesday, 30 August 2023

JOB OFFER LETTER

Gladson Rennis Sagayaraj
No. 14, Viragupettai Street,
Crawford,
Tiruchirappalli - 620012.

Dear Gladson Rennis,

We are pleased to offer you the job offer for the role of **"Junior Developer"** at Mallow Technologies Private Limited.

Your Annual CTC will be **INR.4,20,000/-**. The detailed pay structure is presented in **Annexure A**.

Your appointment will be governed by the terms and conditions of the employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time.

Please note:

This appointment is subject to satisfactory professional reference checks.
This offer is valid provided you complete our training and your degree course in this academic year **2023-2024**.

Annexure A

SALARY DISTRIBUTION

Name : Gladson Rennis Sagayaraj
Designation : Junior Developer

Particulars	Monthly (Rs.)	Annual (Rs.)
Basic	9,907	1,18,884
House Rent Allowance	3,963	47,556
Mobile/Internet Reimbursement*	1,000	12,000
Special Allowance	17,675	2,12,100
RETIRALS		
Company's Contribution of PF	1,800	21,600
Gratuity		5,724
Health Insurance		2,136
Total CTC	**34,345**	**4,20,000**

** Receipts are required to claim tax benefits.*

Retirement Benefits:

Provident Fund

You are covered under the Employee Provident Fund from your date of joining the organisation. Under this scheme, the company will contribute an amount per month as employer contribution as per the provisions of the said Act, and an equal amount will be deducted from your salary as your contribution towards the provident fund.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

Health Insurance:

After completing the probation period at our company, you and your family(Spouse/Children) will be eligible for the Employee’s Group Health insurance scheme for a sum insured of INR.3 Lakhs per annum.

Annexure B

The terms and conditions for your Training/Project Internship are listed below:

1. There will be 3 months training period, and during the training period, candidates will be provided with assignments that have to be done and submitted by them. These assignments will help candidates to develop a solid understanding of the platform fundamentals. Candidates can accomplish the assignments and tasks with the support of a well-defined process, curated materials, and professional advice.

2. Candidates must arrange their own good working laptops during the training period. However, during the project internship, a Laptop will be provided by the company.

3. The working model will be hybrid during the training period. Candidates will have the weekly assessment during the training period. Based on their performance, Candidates may be informed to come to the office on a regular basis.

4. Upon completion of training, an interview will be scheduled to evaluate the skills of the Candidates that they have learned in the training period. Clearing that interview will be considered a successful completion of the training. There will not be any certification issued for the training period.

5. This job offer is valid only on the successful completion of the training, failing which this job offer stands cancelled.

6. On successfully completing the training, you will be absorbed as a Project Intern or Junior Developer based on your academic completion.

7. During the project internship, candidates should come to the office regularly.

8. During Project Internship, you will be provided with a stipend of INR.15,000/Month based on the number of days available for the work. But there won't be any stipend provided during training.

9. We do not provide projects for individual students(final year). However, the students can generate a report or document about their training/project internship in our company to be submitted as their final report.

10. The working days are from Monday to Saturday and the operating hours are from 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. The first Saturday of every month will be a Holiday during the training period.

11. Candidates will be allowed a leave of 1 day per month during the training – including sick and personal leave.

12. Candidate’s performance in training will also be taken into account in deciding your ability and further decisions.

The terms and conditions for your appointment are listed below:

1. Once appointed as an employee, candidates will be under probation for six months. Candidate employment will be evaluated after the probation period for Job confirmation.

2. The list of holidays for every calendar year will be provided before the start of the year. The first Saturday of every month will be a Holiday during the probation period.

3. The working days are from Monday to Saturday during the probation period. After completing the probation period, working days are from Monday to Friday.

4. The notice period for both the company and you is 65 working days.

5. Our usual performance cycle will be in April, and you will be considered for salary revision after completing one year of service with us.

6. The employees should put in their best effort during business hours for the betterment of the company. The company encourages employees to complete their responsibilities within office hours. The office timing will be 9.00 AM to 6.00 PM with a lunch and Tea break of 1 hour. However, working hours may be extended for individuals to complete their tasks as planned.

7. You are privileged to have 1.5 days off per month, which can be utilised for sick, personal, and vacation reasons. Furthermore, you have the option to save your accumulated leave balance, with a maximum limit of nine days. However, it's important to be aware that any absence beyond the approved leave entitlement will be considered unpaid (Loss of Pay). It is crucial to note that extended leaves that disrupt your work plan or unapproved absences have the potential to lead to the termination of your employment.

8. During your employment with us, employees are not allowed to engage in other business/employment directly or indirectly.

9. Employees will retire from the services of the Company on reaching their 58th birthday as per the proof of age submitted by the employees at the time of joining.

10. Acceptance of this offer implies that Employees are bound by all the rules and regulations of the company.

General Terms:

1. The confidential details about the company's business and its data that are known to you are to be maintained secretly. They should not be divulged or discussed with anyone other than the authorised person in the company. You are required to sign a non-disclosure agreement to protect the intellectual property rights and business information of Mallow Technologies Pvt. Ltd. and its clients.

2. Candidates/Employees are expected to maintain good conduct in and out of the office and maintain the Company's dignity, failing which may lead to disciplinary action and may result in the termination of their Job.

Regards,
HR Team,
Mallow Technologies Private Limited

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA Unit

Date: 17-Jan-2024

To

Ms.GOKULA VADHANA,
17/A, ACS NAGAR, VASAN NAGAR,
7TH CROSS EAST, VAYALUR ROAD,
TRICHY-620102,TAMIL NADU.

Dear **Ms.GOKULA VADHANA,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **TECHNICAL TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid a stipend as consideration. Your monthly Cost to Company will be **Rs.23000/- (RUPEES TWENTY THREE THOUSAND ONLY)**. The break-up of your stipend is set out in Annexure A.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be absorbed as an employee of Zoho as **PRODUCT SUPPORT ENGINEER**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.

2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.

3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.

4. As part of Zoho's commitment to comply with legal requirements, Zoho contributes to employee's provident fund on your behalf. You understand that the purpose of this contribution is solely to meet Zoho's legal obligations regarding the employee's provident fund as mandated by the authorities and that the contribution shall not be construed as establishing an employer-employee relationship.

5. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.

6. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

VALIDITY

This Technical Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **16-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this offer.

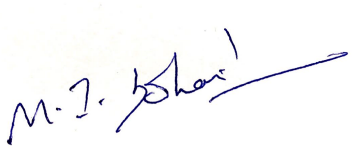
Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	17 Jan 2024
Name :	Gokula Vadhana	Place :	Trichy

Annexure A

NAME : GOKULA VADHANA

DESIGNATION : TECHNICAL TRAINEE

Details	Monthly
Basic Stipend	15000
Commute Allowance	6200
Gross Stipend	**21200**
Employer Provident Fund (12% of Basic+TA)*	1800
Cost To Company (CTC)	**23000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic stipend per month as employer contribution and an equal amount will be deducted from your stipend as your contribution towards the fund.

AGGREGATE INTELLIGENCE

26-Sep-2024

Guhan M
Coimbatore

SUB: LETTER OF OFFER

Dear Guhan

Congratulations!

We are pleased to extend to you this offer of employment with **Aggregate Intelligence India Private Limited** as **Junior Research Analyst** based out of our **Coimbatore** office.

An Appointment Letter along with Terms & Conditions of Employment will be issued to you on submission of documents mentioned in this letter on the day of Joining the Organization. The date of joining is on or before **01-Oct-2024.**

The compensation breakup details are provided in Annexure A, appended below. Your compensation details are confidential, in case of any clarification, you may discuss it only with the undersigned or with HR representative.

You are required to confirm by email or by signing and submitting the copy of this letter, clearly indicating your date of joining, within two days of receiving this letter.

We look forward to the opportunity to work with you in an atmosphere that is successful and mutually challenging and rewarding.

Yours Sincerely,

For Aggregate Intelligence India Pvt Ltd.,

Pearline Jaikumar
(Managing Director)

ACCEPTANCE

With the signature below, I accept this offer for employment.

Name: Guhan M **Date:**

Confidential and Proprietary Information
This document contains information that is proprietary to Aggregate Intelligence India Pvt Ltd. Transmittal, receipt, or possession of this document does not express license, or imply rights to use, sell, design, manufacture, or to have manufactured, any product, concept, or service from this information. No reproduction, publication, or disclosure of this information, in whole or in part, electronic or otherwise, shall be made without prior written authorization of an officer of Aggregate Intelligence India Pvt Ltd.
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Annexure A

Proposed Compensation and Benefit Structure

Name: Guhan M
Designation: Junior Research Analyst

	Monthly	Annual
Basic	11005	132060
HRA	878	10539
Bonus	917	11001
Special Allowance	0	0
Gross Pay	**12800**	**153600**

Estimated Statutory Deductions

Employee PF	1431	17167
Employee ESIC	96	1152
Professional Tax	208	2496
Net Pay	**11065**	**132785**

Note:

- The above breakup is subject to income tax and statutory deductions and changes.

ACKNOWLEDGEMENT

I accept and acknowledge the above terms and conditions of the offer letter.

Name of the Candidate: Guhan M
Signature: **Date:**

Note: This document is computer generated and does not require the signature or the Company's stamp in order to be considered valid.

You are requested to submit the following documents (soft copy) during your time of joining:

1. Appointment Letter/Appraisal Letter and Relieving Letter / Resignation Acceptance Letter from the previous employer (Mandatory to be submitted on or before your day of joining)
2. Originals and soft copy of Educational Certificates - 10/12/Graduation/Post Graduation- Originals shall be returned after verification.
3. Pay Slips of the last 3 months.
4. Copy of Aadhar and PAN card (in case you don't have a PAN card please ensure that you apply for it, as this is a statutory requirement)
5. ID Proof (Passport/Driving License/Voter ID/Aadhar Card)
6. Address Proof (Passport/Driving License/Voter ID/Telephone bill/Aadhar Card/Ration Card)
7. Passport Size Colour Photograph
8. Bank Passbook Front Page.

Confidential and Proprietary Information
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Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA Unit

Date: 17-Jan-2024

To

Mr.GURU PRAMODH R,
58, 13TH CROSS SHAMMUGA NAGAR WEST EXTENSION,
KAILASH SANTHANAM GARDEN, UKT MALAI, VAYALUR ROAD,
TRICHY-620102, TAMIL NADU.

Dear **Mr.GURU PRAMODH R,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **PRODUCT SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **16-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

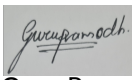
I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	17 Jan 2024
Name :	Guru Pramodh R	Place :	Tiruchirapalli

ANNEXURE A

NAME : GURU PRAMODH R
DESIGNATION : PRODUCT SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Letter of Intent to Hire

WEDNESDAY, SEP 11,2024

Name: HARI PRIYA NATARAJAN

Dear HARI PRIYA NATARAJAN,

This letter is evident that you successfully completed our selection process for this **'Intern Trainee'** role.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria, Employment is subject to you being medically fit, and subject to satisfactory performance and reference, background verifications.

Upon joining you will be on an intern period for **Three months** (effective from Sep 18,2024) during this period you will undergo various classroom and On-job-training. Your monthly stipend for the intern period will be **Rs.15, 000/-** (Rupees Fifteen thousand only). Intern confirmation will be in the fourth month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of intern, your designation will be **'Trainee Engineer'** salary from fourth month onwards will fall under Rs.4,00,000(Rupees Four Lakhs Only), Annual CTC details are enclosed in the annexure.

You will be required to sign a proprietary information and NDA agreement on joining, your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Vaken Technologies and look forward to a long and mutually rewarding association with you.

Best Regards,

For Vaken Technologies Pvt. Ltd.

_____

Jayaseelan.

(Director)

Employee Signature

_____

Name: HARI PRIYA

Date:

Annexure Pay Breakdown

SALARY STRUCTURE

Employee Name: HARI PRIYA NATARAJAN

Designation: TRAINEE ENGINEER

Components	INR (Per Annum)
PAYMENTS	
Basic & Dearness Pay	2,53,200
House Rent Allowance	75,960
Special Allowance	7,067
Total Emoluments per Annum (A)	**3,36,227**
DEDUCTIONS	
EPF	21,600
Gratuity	12,173
Group Insurance	30,000
Total (B)	63,773
Pay per Annum(A+B)	**4,00,000**

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration.

Terms and Conditions:

- To help you to develop your performance, informal reviews will take place every quarter / half year/ year, with a formal annual appraisal that will take place each year.
- Hours of work are 45 hours per week. Hours of work may vary, but standard hours are from 9.00 a.m to 6.00 p.m. It may be necessary on occasions to work outside these hours.
- The notice period from the company's side is a week during the tenure of Internship. This shall be revised while offering you a permanent position after the tenure of internship. In case of termination of employment from your side, the notice period will remain to be 60 days.
- You comply with the NDA with the company; you will not disclose any information of the company's operation.
- TDS can be claimed when you pay your taxes.
- You are entitled to take one casual leave per month without loss of pay.

You are requested to sign the copy of this letter in token of having read, understood and agreed to the term and condition stated herein, and return the same to us on or before Friday, Sep 13, 2024.

I accept the above terms and Conditions,

_____

Name: HARI PRIYA

Date:

TEJUL

Date: Monday, July 1, 2024

To

Harini Kalyanavenkataramanan,
1/101, Agraharam, Manavasi,
Karur,
Tamil Nadu – 639108

Dear **Harini Kalyanavenkataramanan**,

With reference to your application for the **Application Developer** position and subsequent discussions we had during the past few days, we are pleased to offer employment in **Tejul Consultancy** as per the terms outlined in this letter.

K. Harini

Position Offered: Application Developer

Position Details:

As an Application Developer, you will design, develop, and maintain software applications using Python scripts and other relevant technologies. Your primary focus will be on creating efficient, scalable, and high-quality software solutions. Key responsibilities include writing clean, maintainable code, troubleshooting and debugging applications, and collaborating with cross-functional teams to deliver projects on time. A strong understanding of software development principles, proficiency in Python, and a commitment to continuous learning and improvement are essential for this role. Additionally, grit and determination to overcome challenges are highly valued.

Appendix

List of documents to be submitted on joining

At the time of your joining, you would be required to bring the originals and a copy of each of the following testimonials:

1. **Educational Qualification**
    a. Photocopies of Educational Qualifications certificates
    b. Graduation – degree certificate and marks cards of all years / semester

2. **Work Experience (Experienced candidates)**
    a. Experience and relieving letter of your current and all your previous employers
    b. Resignation acceptance letter from the previous employer
    c. Latest pay slip, appointment letter of your current employer
3. In addition, you will also be required to submit the following:
    a. PAN Card.
    b. Aadhar Card

K. Hasini

Proprietary Information Agreement

Our proprietary rights and confidential information are amongst the most important assets, and as a condition of your employment you are required to sign the Non-Disclosure Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

Compensation details

Name	Harini Kalyanavenkataramanan	
Role	Application Developer	
Compensation Components	**INR per annum**	**INR per month**
Basic	2,25,000	18,750
Flexible Pay	2,25,000	18,750
Fixed Compensation	4,50,000	37,500
Variable Pay* (Paid on Quarterly Basis)	2,25,000	
Benefits**	42,000	3,500
Total cost	**7,17,000**	**59,750**
Deductions		
Professional Tax	15,000	1,250
Tax Deducted at Source***	-	-
Net Take Home	7,02,000	58,500

*Variable pay, up to 50% of fixed compensation, is performance-based and not guaranteed. It depends on individual achievements and commitment, assessed and paid quarterly. This approach incentivizes continuous improvement and excellence in job performance.

K. Harini

** Benefits

Internet Allowance	Reimbursement up to ₹1500 per month towards broadband expenses at home
Digital Subscription Allowance	Reimbursement up to ₹2000 per month for activities that support learning and personal development

*** TDS is applicable as per the IT Act & employee investment declaration.

- Salary will be paid into your account by the last day of each month
- You will be eligible for 10 days of vacation per year in addition to the standard Indian holidays as defined by our operational procedures

Notice of Termination

- Termination of employment by either party shall be **two months' notice** in writing or payment in lieu of notice. Such notice may not be offset by unused leave to ensure business continuity and smooth transition of customer deliverables.
- If your actions at any time constitute a serious breach of Tejul Consultancy's standards of behavior, Tejul Consultancy may end this contract and terminate your employment immediately.
- This appointment letter is issued on the understanding that all the information given by you in the application and during the interview is true. If it is found at any time that the information given by you is not correct or true or you have knowingly suppressed any information, we will have the right to terminate your appointment with us any time without any compensation

As I am sure you will appreciate, information relating to your remuneration package is strictly confidential and we ask that you maintain this confidentiality. We are very excited and looking forward to having you on board at Tejul Consultancy as a key part of our consulting team.

Sincerely yours,

K. Harini

Saranya

Proprietor

Tejul Consultancy

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 14-Jan-2024

To

Mr.HARISH RAVICHANDRA,
NO:14, SOUTH EAST EXTENSION, GANAPATHY NAGAR,
KAMBARASAMPETTAI,
TRICHY-620101, TAMIL NADU.

Dear **Mr.HARISH RAVICHANDRA,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **TEAM MEMBER - DEVOPS** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **13-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	14 Jan 2024
Name :	Harish Ravichandra	Place :	Tiruchirappalli

ANNEXURE A

NAME : HARISH RAVICHANDRA
DESIGNATION : TEAM MEMBER - DEVOPS

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

OFFER & APPOINTMENT LETTER

Offer Release Date: September 23, 2024

Dear Indumathi S,
`172 ganapathy nagar 2nd cross, Tiruchirappalli,
Tamil Nadu, India, .
Document ID - 4a42a0ff-bf8b-4e4d-bcec-f5ecdd3dc2e5

Dear **Indumathi S,**

Congratulations! With reference to the interviews conducted by **HCL Technologies ltd. (herein referred as "HCLTech" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **October 3, 2024**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCLTech believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **325000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

You would be required to furnish digital copies of the documents and other listed information in **Annexure III**, before your joining date. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCLTech family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

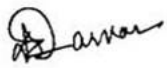
You are requested to accept the offer within 03 days, failing which the offer will stand null and void.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Signature of Employee:

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies ltd.



Debasis Sarkar
Executive Vice President, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

NOTE:
1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLTech Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

ANNEXURE II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies ltd.**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLTechie, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Madurai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLTech Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Performance and Compensation Reviews

Your performance appraisal and compensation review will be governed by the Company's policy being in force from time to time.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to e-sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

8. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCLTech policies.

9. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

HCL Technologies Ltd.
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Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
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12. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

13. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

14. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

15. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

16. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCLTech, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCLTech to take appropriate disciplinary action which may lead & include up to termination of your employment with HCLTech.

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

Signature of Employee:

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCLTech	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	Consent to be given on candidate information form for BGV initiation and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly scanned & all details are visible.
- Please avoid clicking pictures of documents and uploading.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal

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Account Number) account creation/porting etc. HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

You will need to report to HCLTech to complete the joining formalities on the date of Joining, please connect with your recruiter for further details / exceptions.

Location of HCLTech Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No-1 , Akashi Induction Room, Ground Floor, Tower–1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201303
2	CHENNAI	HCL Technologies Ltd, SEZ Unit-2 (Sdb2 Buld), ELCOT-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, Induction Arena, Ground Floor, Tower-4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore-562106
4	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
5	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, SEZ, Pune-411013
6	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow-226002
7	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , Plot No. 5 & 7, Ilanthaikulam Village, Madurai-625020
8	NAGPUR	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur-441108
9	VIJAYAWADA	HCL Technologies Ltd. S.No: 20/3, NH-5, Kesarapalli Vill, Gannavaram Mandal, Vijayawada, Krishna Dist, Andhra Pradesh-521102

Signature of Employee:

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCLTech.

Performance Bonus (PB):

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Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amounsst mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
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Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

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- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCLTech, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with

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the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

   For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

   i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

   ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

   iii. performed in the same geography / market where I provided services for the Company.

Signature of Employee:

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

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11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Indumathi S
September 23, 2024

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: `172 ganapathy nagar 2nd cross, Tiruchirappalli,
Tamil Nadu, India, .
Email ID: 2002indhumathi@gmail.com
Telephone Number: 8778131468

Signature of Employee:

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CyberMSI (the "Company") is pleased to offer **Jaswanth R** the position of Cybersecurity Intern for a period of three (3) months. Your expected start date is August 12, 2024, which you will confirm with your supervisor.

Your employment offer is conditional upon the clearance of reference and background checks, and the submission of verified education credentials and experience letter(s), if applicable, confirming your employment history, to be provided ***one week before your start date*** with the Company.

CyberMSI's internship program helps trainees develop cloud cybersecurity skills in an accelerated timeframe. By providing a steep learning curve in a challenging work environment, you will have the opportunity to develop skills in Microsoft cloud cybersecurity operations, structured problem-solving, and an in-depth understanding of how to perform cybersecurity incident management using different Microsoft cybersecurity products.

You will need to successfully pass CyberMSI's monthly operational training assessments. Failure to meet this milestone will result in the immediate termination of your internship.

Compensation: You will be paid $250.00 per month in regular monthly installments in accordance with the Company's payroll process if you successfully pass CyberMSI's monthly operational training assessments during the internship program. ***You will not be paid for the prior month if you fail to successfully pass CyberMSI's operational training assessments during the internship program***. The funds will be remitted from the Company's US-based bank account to your designated account. The company will not withhold any employment taxes from your compensation.

Job Supplies: You will be working remotely in this position, so you will need a laptop capable of running Windows 11 Pro with a minimum of 16-GB of RAM. You will need to purchase a laptop prior to starting your position at the Company if you currently do not have a device that satisfies the requirements outlined above using your funds. You will need either an Android

mobile device with a minimum version of 14 or an iOS device with a minimum version of 17 to set up multifactor authentication before you can access the environment. Additionally, you are required to have both a cable-based and a mobile high-speed internet connection to serve as a backup at all times.

Work Schedule: You will work 40 hours per week that include working in the evenings, overnight, weekends and public holidays outside of the regular shifts from 8 AM to 5 PM from Monday through Friday to perform routine and/or emergency job duties, as required by the Company.

Employment: You may terminate your employment relationship for any reason with the Company at any time with a minimum of two (2) months of advance notice. The Company may terminate your employment relationship with or without notice and for with and without cause at any time.

Non-compete: Because of the significant effort and cost that the Company will incur by investing in your ongoing skills training and professional development, you will not for a period of (2) two years after leaving the Company seek employment from or work for the Company's customers or competitors without the Company’s prior written approval.

Non-solicitation of Employees: During the term of your employment with CyberMSI, and for a period of three (3) years after the termination of your employment for any reason, you agree not to directly or indirectly solicit, induce, or encourage any employee of CyberMSI to leave their employment with CyberMSI for any reason, or to become employed by or otherwise engaged with any competitor, supplier, customer, or business partner of CyberMSI. This restriction applies to all employees of CyberMSI, whether or not you have had any prior professional or personal relationship with them. You acknowledge that soliciting employees could disrupt the operations and business interests of CyberMSI, and this provision is necessary to protect its legitimate business interests and maintain a stable workforce.

Confidentiality: You agree to hold in confidence and not use or disclose any information belonging to the Company or its customers unless such information is already in the public domain. Company and customer information includes but is not limited to customer relationship management (CRM) lists/records, social media contacts, sales data, employee information, business plans including financials, processes, procedures, methods, software, algorithms, training materials, trade secrets, intellectual property (IP), confidential business and proprietary technical information.

Contingencies: This offer is contingent upon the successful completion of any background or reference checks performed by the Company.

Additional Agreements: As a condition of your employment, you agree to execute any additional agreements required by the Company at the start of and during your employment. This includes any agreements that relate to your confidentiality or intellectual property (IP) assignment obligations to the Company. You further agree that during your employment and afterwards as applicable, you will be bound by, and will fully comply with, these additional agreements.

You further agree not to commit the Company to any contractual agreement or undertaking without the written approval of one of the authorized officers of the Company.

Entire Agreement: This employment agreement sets forth the terms and conditions of your employment with the Company and supersedes any prior representations or agreements concerning your employment with the Company, whether written or oral. You acknowledge and agree that you are not relying on any statements or representations concerning the Company or your employment with the Company except those made in this agreement. This employment agreement may not be modified or amended except by a written agreement signed by you and an authorized officer of the Company.

To accept the Company's offer, please sign and date this employment agreement in the space provided **before close of business on August 8, 2024.**

Offer Letter Acceptance

I have read and accept this offer of employment:



Jaswanth R

08/07/2024

Date



Jaswanth R Offer.pdf

Document ID: 6ba1d96e-54ce-11ef-9085-02a43bd94bfe

Requested:

Aug 6, 2024, 10:58 AM CDT (Aug 6, 2024, 3:58 PM UTC)
Sahar Naz (snaz@cybermsi.com)
2406:d00:cccd:cc81:81de:f5a4:8859:4f00

Signed:

Aug 7, 2024, 10:05 AM CDT (Aug 7, 2024, 3:05 PM UTC)
Jaswanth R (jaswanthravichandran@gmail.com)
49.47.241.251

Letter of Intent to Hire

MONDAY, JULY 08,2024

Name: KALAIYARASAN MANI

Dear KALAIYARASAN MANI,

This letter is evident that you successfully completed our selection process for this **'Intern Trainee'** role.

The offer letter will be issued after your successful completion of your academic coursework in compliance with our recruitment criteria, Employment is subject to you being medically fit, and subject to satisfactory performance and reference, background verifications.

Upon joining you will be on an intern period for **Three months** (effective from July 10,2024) during this period you will undergo various classroom and On-job-training. Your monthly stipend for the intern period will be **Rs.15, 000/-** (Rupees Fifteen thousand only). Intern confirmation will be in the fourth month and it will be based on your performance in the continuous assessments during the training period. After successful review and completion of intern, your designation will be **'Trainee Engineer'** salary from fourth month onwards will fall under Rs.4,00,000(Rupees Four Lakhs Only), Annual CTC details are enclosed in the annexure.

You will be required to sign a proprietary information and NDA agreement on joining, your employment with us will be governed by the terms and conditions of the organization.

We welcome you to Vaken Technologies and look forward to a long and mutually rewarding association with you.

Best Regards,

For Vaken Technologies Pvt. Ltd.

Employee Signature

_____

Jayaseelan.

(Director)

_____

Name: KALAIYARASAN

Date:

Annexure Pay Breakdown

SALARY STRUCTURE

Employee Name: KALAIYARASAN MANI

Designation: TRAINEE ENGINEER

Components	INR (Per Annum)
PAYMENTS	
Basic & Dearness Pay	2,53,200
House Rent Allowance	75,960
Special Allowance	7,067
Total Emoluments per Annum (A)	**3,36,227**
DEDUCTIONS	
EPF	21,600
Gratuity	12,173
Group Insurance	30,000
Total (B)	63,773
Pay per Annum(A+B)	**4,00,000**

All applicable taxes payable and statutory deductions (including labour welfare deductions) will be per applicable law, based on the above remuneration.

Terms and Conditions:

- To help you to develop your performance, informal reviews will take place every quarter / half year/ year, with a formal annual appraisal that will take place each year.
- Hours of work are 45 hours per week. Hours of work may vary, but standard hours are from 9.00 a.m to 6.00 p.m. It may be necessary on occasions to work outside these hours.
- The notice period from the company's side is a week during the tenure of Internship. This shall be revised while offering you a permanent position after the tenure of internship. In case of termination of employment from your side, the notice period will remain to be 60 days.
- You comply with the NDA with the company; you will not disclose any information of the company's operation.
- TDS can be claimed when you pay your taxes.
- You are entitled to take one casual leave per month without loss of pay.

You are requested to sign the copy of this letter in token of having read, understood and agreed to the term and condition stated herein, and return the same to us on or before Tuesday, July 09, 2024.

I accept the above terms and Conditions,

_____

Name: KALAIYARASAN

Date:

15th October 2023

To

Kavya Selvam,
12,Letham Pettai Street, Manjakuppam,
Cuddalore-607001

Letter of Appointment

Dear **Kavya,**

Subsequent to the interviews we had on campus at ***Saranathan College of Engineering*** on ***13th October 2023***, we are pleased to offer you an **Full Time Internship + Full Stack Developer (Full Time) position** at **AUGURAI**, located at Thillai Nagar, Tiruchirappalli with effect from **2/1/2024** on the following terms and conditions.

1. **Accountability:**

You will report directly to the **Chief Executive Officer.**

2. **Internship Duration:**

Internship duration would be approximately **6 months** ***(full time during the last semester)***. You would be absorbed as a full time ***Full Stack Developer*** on successful completion of your final semester courses/projects as well as internship.

3. **Remuneration:**

You will be paid an **annual** renumeration of **Rs. 4,00,000/-** on a cost to company basis for the **full time Full Stack Developer** position. You will also be paid a **stipend** of Rs. **10,000 per month** during your **internship** with us. The remuneration offered to you is absolutely confidential.

4. **Working Hours:**

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business.

5. **Duties:**

Yours will be a full time salaried position with no overtime compensation. You shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any.

The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address:

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits:

You will be eligible to avail 20 days of earned leave per year with prior approval from the manager.

8. Notice Period:

Your services may be terminated by either side giving 30 days notice to the other or 30 Days salary in lieu thereof, which shall be prorated for the period of notice being un-served.

9. Service Rules:

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

10. Non Disclosure Agreement (NDA):

You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.

You shall undertake not to discuss, disclose, or expose any information which the company may classify as confidential, including technology, ideas, concepts evolved by the company and such information shall of all kinds in which include, words, scripts, documents., electronically stored data, encrypted information, designs, formulae, source codes, object codes, any intellectual property being developed or developed by the company. The terms and conditions stated in the said undertaking shall be in force even after you cease to be in the employment of the company.

Breach of terms and conditions contained herein shall be considered a breach of the terms and conditions of your employment and as misconduct on your part and may result in termination of your services by the Company, without notice or pay in lieu thereof.

Kindly sign and return to us a copy of this letter before **18/10/2023** as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We wish you a long and fruitful association with AUGURAI.

Please reach out to us at ravishankar@theaugurai.com or +91 96633 97694 for any queries.

Thank you.

Regards,



Ravishankar Rajagopalan
Director
AUGURAI PRIVATE LIMITED
ravishankar@theaugurai.com
+91 96633 97694

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

Signature:

_____

Date:

Location:

Docusign Envelope ID: C75FFDB9-AD10-4708-81A8-CC63366E5CBF

SpringFive

25-July-2024

Name: Keerthana Sundararaman

Subject: Your Appointment as Associate Engineer

Dear Keerthana,

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above position in **SpringFive Consulting Services LLP ("LLP")** subject to the following terms and conditions:

1. Job Title

You will be designated as "Associate Engineer" your primary focus will be development, customization, implementation of Salesforce.com (cloud-based Customer relationship Management solution) with third-party services and your role is to Analyze, Synthesize, prepare technical design documents, developing new or enhancing the functionalities and restore the issues in relation to Salesforce.com. In addition to the above, you will be working with Senior Developer and Architects on different layers of the infrastructure.

2. Location

Your location of employment is **Bengaluru, India** ("**Work Location**"). You may be asked to relocate to any of our units, departments, or the offices of our affiliates, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant policies of the LLP in that work location.

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

Please be advised that you, by accepting these terms and conditions, hereby give your irrevocable consent to the above.

3. Compensation and Benefits

3.1 Salary

Your Fixed Salary will be **INR 500000.00/- per Annum**. The break-up of your salary has been provided in the Compensation Details sheet as Annexure - I.

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3.2 Other Allowances

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

3.3 Insurance

Employees will be eligible for insurance coverage of INR 5,00,000 per annum for self, spouse, kids and 2 parents. Individual employees will also be eligible for Group Personal Accident and Term Life Insurance coverage of INR 30,00,000 each respectively for self. The cost of insurance premium is completely borne by the LLP.

3.4 Taxes

All payments shall be subject to applicable taxes and statutory withholding.

4. Probation

You shall be on probation for a period of Six (6) months from the date of commencement of your duties, the period of which may be further extended at the discretion of the management. After the completion of the probationary period, your appointment will be confirmed in writing, subject to your performance to our satisfaction.

5. Date of Joining

As agreed between us, you shall join the services of the LLP on 1st August 2024.

6. Annual increase

Annual increments to components of your compensation will be determined on an annual basis by the Designated Partners at its sole discretion, taking into account the LLP's prior years audited financial performance and independent compensation benchmarks.

7. Termination of Employment

7.1 Resignation: You may resign from employment with the LLP by providing two [2] months' notice. You are expected to serve the LLP diligently during this period of notice, in accordance with all applicable LLP policies. The LLP may at its sole discretion waive be accepted by the LLP to become effective.

7.2 Termination by the LLP: The LLP may terminate your services by giving two [2] months' notice or salary in lieu thereof.

7.3 Termination by LLP for Cause: Notwithstanding anything mentioned in this Agreement, the LLP may terminate your employment with immediate effect without notice or payment in lieu of notice for Cause as defined in clause (b) of ARTICLE 9.6. The LLP may also terminate employment with immediate effect, without any notice or payment in lieu of notice, on grounds prescribed under law or LLP policies.

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7.4 Termination on account of disability or illness: If on account of illness or disability you are prevented from properly performing duties for period of [2] months in any one year or for consecutive period of [2] months, the LLP may immediately terminate your employment by providing you [2] months' notice or salary in lieu of notice.

7.5 Retirement: You will automatically retire from the LLP on attaining the age of [62] years. An extension may, however, be given at the discretion of the LLP.

7.6 The LLP may set off any amounts owing and payable by you to the LLP at the time of termination of your employment against any amount then payable to you by the LLP.

8. Termination Benefits

8.1 Termination Without Cause - If your employment terminated without Cause, you shall be entitled to Accrued Obligations and Severance Benefits.

8.2 Termination upon Disability - If your employment terminates due to disability or illness as per clause 8.4 above, you shall be entitled to Accrued Obligations and Severance Benefits.

8.3 Termination upon Death - If your employment terminates due to death, your legal heirs or nominees, as applicable, shall be entitled to Accrued Obligations and Severance Benefits.

8.4 Termination For Cause - If your employment terminated for Cause, you shall be entitled to Accrued Obligations, and the LLP shall have no obligation to provide any of the Severance Benefits.

8.5 Voluntary Resignation- If you voluntarily resign from the LLP and the LLP accepts such resignation, subject to you serving the notice period diligently, you shall be entitled to Accrued Obligations.

8.6 Related Definitions

a) "**Accrued Obligations"** means the sum of the following unpaid benefits as of the Date of Termination:

i. "Accrued Salary" means payment of any earned but unpaid portion of annual fixed salary as in effect from time to time ("Fixed Salary") through and including your Date of Termination

ii. "Accrued Expenses" means reimbursement for any reasonable, unreimbursed and documented business expense you have incurred in performing your duties hereunder and which are reimbursable as per the LLP's policies.

b) **"Cause"** means, as reasonably determined by the LLP, the occurrence of any of the following: 1) any misappropriation of corporate funds; 2) commission or conviction for

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or a guilty plea to a serious crime ;3) engaging in any activity that you know or should know could harm the LLP, its business or reputation; 4) material failure to adhere to the LLP's corporate codes, policies or procedures; 5) a breach of any covenant in your employment or any intellectual property Agreement, 6); failure
by you to substantially perform your duties or follow management direction if failure is not cured to the LLP's satisfaction within a reasonable period of time after a written demand for substantial performance is delivered to you; or 7) violation of any statutory, contractual or common law duty or obligation to SpringFive, including without limitation the duty of loyalty. Notwithstanding the foregoing, the mere failure to achieve performance objectives will not constitute Cause.

c) "Date of Termination" means:

i. If your employment is terminated by the LLP for Cause, the date of receipt of the Notice of Termination or any later date specified therein, as the case may be,

ii. If your employment is terminated by the LLP other than for Cause or disability, the Date of Termination shall be your last day of employment.

iii. If your employment is terminated by reason of death, retirement or disability, the Date of Termination shall be the date of death or retirement or the disability Effective Date, as the case may be; or

iv. In the event of your resignation from the LLP, the Date of Termination shall be the date communicated by the LLP in this respect.

d) "Severance Benefits" means the following:

Performance Linked Incentive (PLI) - Payment of PLI earned for the prevailing performance period cycle till the Date of Termination based on the payout percentage of the previous performance cycle and guided by the LLP's PLI plan.

e) No other obligations: Upon cessation of your employment, the LLP or any of their respective shareholders, affiliates, directors, officers or employees, shall not have any obligation of any description whatsoever to compensate, pay remuneration or otherwise make any payments or distributions of any nature whatsoever to you and on any ground whatsoever except as otherwise agreed in this letter.

9. Confidentiality

You acknowledge, and are aware, that during your employment with the LLP you will come into possession of valuable information / technical know-how and proprietary information of the LLP, including but not limited to current and future business information of the LLP, its clients, suppliers or employees.

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You undertake to keep all such information in strict confidence and reaffirm that you shall fully adhere to all confidentiality obligations that are set forth in your current terms of employment.

10. Non-Compete and Non-Solicitation

(1) Covenants Regarding Competition: During the period of employment with the LLP and for a period of six months after termination of employment from the LLP for whatsoever reason, you shall not:

a. Seek or accept any employment from a Competitor of the LLP. For this purpose, "Competitor" may be identified by the LLP at the time of your exit from the LLP.

b. Seek or accept any employment with any Customer for whom you performed services as an employee of the LLP within the last twelve months of your employment with the LLP.

c. Solicit business from, do business with or render services to, in any capacity, directly or indirectly, to any entity that is or was a LLP client or Customer within the last twelve months of your employment with the LLP, for a purpose or in a manner that is in any way competitive with the LLP's business.

If, during or after your employment with the LLP, you seek to work elsewhere, you agree to provide a copy of this Agreement to any person or entities seeking to hire you before accepting employment with or engagement by any such person or entity.

(2) Solicitation of Employees: You agree that for a period of twelve (12) months immediately following the termination of your relationship with the LLP for any reason, whether with or without cause, you shall not either directly or indirectly solicit, induce, recruit or encourage any LLP employee to leave the LLP, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of the LLP, either for yourself or for any other person or entity.

11. Intellectual Property:

You acknowledge that the LLP is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, or any other business related information or trade secrets of the Firm, including but not limited to, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the LLP. You shall not in any manner whatsoever represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

You acknowledge that the LLP shall own all rights, title and interest including copyright in any work created by you in course of your employment with the LLP.

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12. Asset Protection

You hereby acknowledge that you shall make all the reasonable efforts to safeguard the LLP's Assets assigned to you for the purposes of carrying out your official duties. Any theft or loss occurred due to negligence or carelessness or for any other reason shall be duly recovered from you or as a deduction to the monthly payroll. Any Asset assigned to you by the LLP shall be returned to the LLP at the time of termination of your employment.

13. Other terms and conditions

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

You hereby acknowledge and agree to abide by all internal Policies of the LLP, on the intranet. LLP reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory Agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the LLP as applicable to your employment with us.

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

You represent and warrant that you have not and shall not at any time during your employment with the LLP, pay, promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political party, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the LLP's business in violation of the applicable laws, including the Prevention of Corruption Act, 1988.

You agree not to make any disparaging, defamatory or negative remarks or statements, whether oral or written to any third party regarding the LLP or any of their employees, contractors or other representatives or their business, products or services.

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

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and return the same to us for LLP's records.

Thanking You.
Yours sincerely,
For **SpringFive Consulting Services LLP**

DocuSigned by:
yashwant vizzappu
5D2ADF7DCF4A4B5...

Authorized Signatory

ACCEPTED AND AGREED:

Date: _____

Signature: _____

Name: Keerthana Sundararaman

Enclosures: Annexure I

Docusign Envelope ID: C75FFDB9-AD10-4708-81A8-CC63366E5CBF

SpringFive

Designation: Associate Engineer **Location: Bengaluru**

ANNEXURE – I

COMPENSATION DETAILS (*All figures in INR per annum*)	
NAME	**Keerthana Sundararaman**
ROLE DESIGNATION	Associate Engineer
ANNUALLY COMPONENTS (INR per annum)	
Basic Salary	2,50,000.00
House Rent Allowance (HRA)	1,25,000.00
Leave and Travel Allowance (LTA)	25,000.00
Special Allowance	8,000.00
Meal Voucher	12,000.00
Performance Linked Incentive (PLI)*	50,000.00
Employee Provident Fund (PF)	30,000.00
Annual Total Compensation (in INR)	**5,00,000.00**

** PLI is the Variable part of the salary & depends on target achievement of the employee and performance of the company. These targets will be communicated to you by the LLP. Pay-out is on a pro-rata basis; based on the number of days worked in the respective year. This is an annual payment.*

Please note that your acceptance of the above-mentioned salary will be considered as an acceptance of the other terms laid out in the letter in addition to your existing terms of employment.

PAN is mandatory for salary processing. If you don't have a PAN, please apply for the same at the earliest.

iLink Systems
Thinking Beyond

25/09/2023

WELCOME LETTER

Dear Lavanya M,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

25/09/2023
IL-Tri-Con-283

Lavanya M
Trichy

Email: lavanyamurugesh475@gmail.com

Dear **Lavanya M**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Systems Private Limited,** Trichy for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Trichy at iLink Systems Pvt. Ltd Office Area 7 & 8, First Level, ELCOT IT Park, Navalpattu, Trichy – 620026. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards



Garima Sharma
Director

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear B S LEKSHMI PPRABHA

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

DATA PATTERNS
SPECIALISTS IN DEFENCE AND AEROSPACE SYSTEMS

OFFER LETTER

2nd August 2024.

Ms. Magima V M
No 43 C, Ashok Nagar West Extension,
Karumandapam, Tiruchirapalli,
Tamil Nadu - 620001

Dear Magima,

Congratulations! We refer to your application and the subsequent interview you had with us. We are pleased to offer you the role of **Graduate Engineer Trainee – SDG** in our organisation on the following terms and conditions:

a)	**Position**	**: GET- SDG**
b)	**Grade**	**: E1**
c)	**Band**	**: A**
d)	**Salary**	**: CTC Rs.4,20,000 /- P.A (with EPF)**
e)	**Location**	**: Chennai**
f)	**Joining Date**	**: 5th August 2024.**

1. **Agreements:**

   You will be required to sign a 3 year Service agreement with the Company and comply various formalities as per the agreements during your employment with us.

2. **Probation:**

   You will be on probation for a period of 1 year from the joining date and you will be confirmed in our services on successful and satisfactory completion of your performance during the probation period.

DATA PATTERNS
SPECIALISTS IN DEFENCE AND AEROSPACE SYSTEMS

3. Other Terms and Conditions:

a) You shall not divulge either during the employment with us or afterwards, orally or otherwise, any particulars or details of our business, manufacturing process, technical know-how, prices, company's confidential material, security arrangements, administrative and / or organizational matters whether confidential, secret or otherwise, which you acquire during the course of your employment.

b) You will maintain and keep in your safe custody, such books, manuals, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required or at the time of separation.

c) During your tenure with us, you shall not take up any assignment, part or full time, as Director/ Consultant/ Partner or in any other capacity of any organization or entity, without the written consent of Data Patterns (India) Limited. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the management.

d) Your services are subject to transfer to any of our branch offices in India. If required, you may have to travel to other parts of India or abroad as part of your job responsibilities.

e) Cessation of your services if required would be be governed by our "Separation Policy" however, you shall give the organization in writing your intention to resign, a minimum notice period of 3 months or as applicable to your grade at the time of resignation.

f) You shall abide by all the work rules and regulations of the company as are in force from time to time till your formal separation from the company.

g) This offer is valid only for the date of joining mentioned in the letter above . Any extension has to be formally requested and the decision of the management would be final and binding.

As a token of your acceptance of the above offer, we request you to sign the duplicate copy of this letter and hand it over to us.

We welcome you to our organization and wish you the best for a long and rewarding career with us.

Yours sincerely,

Lakshminarayanan K V
Vice President – Human Resources
Data Patterns (India) Ltd

I accept the above terms and conditions of service.

Signature: Mayuma **Date:** 04/08/2024

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COST TO THE COMPANY (CTC) for Magima	
Department : SDG	
Designation : Graduate Engineer Trainee- SDG	
Grade : E1	
Band : A	
CTC (PA)	420000
CTC - Monthly	**35,000**
MONTHLY COMPONENT (in Rs.)	
Basic Pay	13,926
HRA	5,570
Other allowances	11,724
Total: Monthly (A)	**31,220**
Total: Monthly : Annualised (B)	374,634
Employee Contribution (C)	
Less: Contribution towards PF	1,800
Less: Contribution towards ESI	-
TOTAL : MONTHLY TAKE HOME PAY (A-C)	**30,580**
ANNUAL COMPONENTS (in Rs.)	
Bonus (D)	13,926
Employer's Contribution (E)	
to Provident Fund	23,400
to Gratuity Fund	8,040
to ESI	
TOTAL : ANNUAL (E)	31,440
COST TO THE COMPANY (B+D+E)	**420,000**
Other Benefits (in Rs.)	
Group Personal Accident Cover*	**300000.00**
Group Health Insurance*	**150000.00**
Food Subsidy**	
Transport Subsidy **	

NOTE :
* Refer Insurance Policy
** If availed
All salary components are governed by the company policies and statutory guidelines.
This salary sheet is strictly confidential and the details shall not be disclosed.
All personal tax liability arising out of compensation will be borne solely by the employee

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List of the soft copies have to be forward before Joining This will facilitate joining, background verification / validation and appointment process at DATA PATTERNS (INDIA) LIMITED	
S. No.	**Particulars**
1	Pan Card **(Hardcopy & Softcopy)**
2	Full set of Offer Letter, self attested on all the pages. **(Hardcopy & Softcopy)**
3	Educational Certificates & Mark sheets: **(Softcopy)** 10th std , 12th std Diploma, Graduation, Post-graduation Conduct certificate Other relevant educational or skill certifications
4	Permanent and Current Residential address proof of self **(Softcopy)** **(Ration Card / Voter's ID Card / License / Passport / PAN card copy etc.,)**
5	Your Photo ID proof **(Softcopy)** **(Voter's ID Card / License / Passport / PAN card copy etc.,)**
6	Experience Letter (s) from all your employers including details of period of employment (if applicable) **(Softcopy) have to show the original at the time of joining**
7	Last 3 months Pay-slip / Salary Certificate from the last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
8	Resignation/Relieving Letter from last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
9	1 Passport size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
10	1 Stamp size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
11	**NOC – From Local police station (Softcopy) have to be submitted in original at the time of joining.**

I understand that the listed mandatory documents have to be forward before the DOJ and I confirm that provide them on the DOJ itself.

Signature: M@yank

Date: 04/08/2024

Offer: Computer Consultancy
Ref: TCSL/DT20234146091/Chennai
Date: 14/07/2024

Ms. Malathy M
Type 3,E-4Happ Township,
Near Oft,
Trichy-620025,
Tamil Nadu.
Tel# 91-6380628791

Dear Malathy M,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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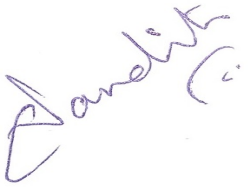
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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GROSS SALARY SHEET **Annexure 1**

Name	**Malathy M**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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TCS Careers Service [illegible] Email: careers@tcs.com

Reference:OL/WFCT/Sept 2023/26
Date: 25 September 2023

OFFER LETTER

Dear Manoj Bhavvan B,

We are pleased to offer you an educational training program at **Workforce Cloud Tech India Pvt. Ltd. (Recruit CRM)**. This appointment is subject to the following terms and conditions:

COMPENSATION

You will be paid a stipend of **INR 7,500/- month (Seven Thousand Five Hundred Only)** during the first 3 months of part-time internship and **INR 15,000/- (Fifteen Thousand Only)** during the last 6 months of full-time training period. Upon receipt of the confirmation letter, your employment will be deemed confirmed and you shall receive a total consolidated remuneration (CTC) of **INR 7,00,000/- per annum (Seven Lakhs Only)** which will be paid every month and will be paid on the 7th of the subsequent month.

The CTC break-up is attached. Applicable income tax shall be deducted at the source.

ARRANGEMENT

You will be absorbed from intern to trainee and trainee to employee after you successfully meet the following requirements:

1. Completion of tenure as mentioned in this letter.
2. Completion of required no. of hours.
3. Passing of internal assessments.
4. Completion of final semester examination of final year.

Note: Point 1, 2 and 3 is applicable for getting absorbed from intern to trainee and Point 1 to 4 is applicable for trainee to employee.

Your internship period will be for **3 months** starting from **3 October 2023 to 3 January 2024** and the training period will be for **6 months** after successful completion of internship.

You will be absorbed on the payroll as an **Associate Software Engineer** and you shall receive a letter of confirmation.

WORKING HOURS

We are a 'Remote Only' company, and you may choose to work from any location. During the first 3 months part-time internship, your working hours will be flexible with a minimum of 21 hours in a week (Monday to Sunday). During the 6 months of full-time training, you will have to complete 8 hours 30 minutes every day from Monday to Friday, excluding breaks for lunch, tea, or other reasons.

WORKING INFRASTRUCTURE

As this is a work-from-home engagement, you are expected to make a suitable sitting arrangement (workstation) at your home and install a broadband connection with a minimum of 10 Mbps speed. You will also install a UPS of a minimum 1 KW capacity to cater for electricity outages.

You will need to use your personal computer or laptop during the period of training and probation. On successful completion of your probation and confirmation of employment, the Company shall ship a laptop to your location. You shall be responsible for the upkeep and maintenance of the laptop, and the same shall remain the company's property.

LEAVE/HOLIDAY

After confirmation of employment, you will be entitled to a casual leave of 8 days per annum on a pro-rata basis. Moreover, you will be eligible for 13 days of annual privilege leave. This will be credited prorated at the end of each month.

Annual leave must be applied for at least two weeks before written notice and approved in writing by the reporting senior.

You can accumulate up to 45 days of annual privilege leaves. The unused privilege leaves will be encashed on "Basic" pay along with the full and final settlement.

The management will declare 10 company holidays at the beginning of every calendar year.

RULES, REGULATIONS & CONFIDENTIALITY

You shall, at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests.

Accordingly, you undertake that You will under no circumstances make available your services to any undertaking or have any interest directly or indirectly in any other undertaking or activity (like freelancing) which might interfere with the proper performance of your duties without first obtaining the written permission of the Company.

You will not, at any time during the continuance or after the termination of your services with the Company, irrespective of any reason for such termination, make use or disclose to any party either for your benefit or for the benefit of any party (individual, firm, Company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during your service with the Company;

You will obey and comply with all reasonable orders and instructions by the Company or its authorized agents and observe all standing and other rules and regulations now in force or from time to time approved by the Company.
You will inform the Company if it has any conflict of interest in any area of operation or project and shall refrain from performing services for such conflicting areas.

INTELLECTUAL PROPERTY OWNERSHIP

You, as a result of this, assign to the Company all rights, including, without limitation, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, interview process, Confidential Information or trade secrets (i) developed or created by the Employee, solely or jointly with others, during performing work for or on behalf of the Company or any affiliate of the Company, or the predecessors of any such entities, whether as an employee or independent contractor.

TERMINATION

During the employment, either party can give a 60 days' notice in writing or payment of Sixty (60) days' of basic salary.

However, **Workforce Cloud Tech India Pvt. Ltd. (Recruit CRM)** reserves the right to ask you to complete your notice period if it is in the interest of the business and current assignment.
Notwithstanding those above, the Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events:

If you are, in the opinion of the Company, guilty of dishonesty, misconduct, or negligence in the performance of your duties;

If you have been found to have committed a severe breach of a continual material breach of any of your duties or obligations;
If you have made an illegal monetary profit or received any gratuities or other rewards, in cash or in-kind, out of any of the Company's affairs, subsidiaries, or related companies.

REFERENCE CHECK AND BACKGROUND VERIFICATION

If the information regarding your previous employment & education is incorrect at any time in the future, this offer will be null & void. This contract will be terminated immediately without any compensation or liability of the Company.

We are consciously endeavoring to build an atmosphere of trust, responsiveness, autonomy, and growth among all members of the **Workforce Cloud Tech India Pvt. Ltd. (Recruit CRM)** family. As a new entrant, we would like you to wholeheartedly contribute to this process—all the best for a rewarding tenure.

As a token of your acceptance of the above terms and conditions, you are requested to sign this letter digitally and download a copy for your record.

Thank you.

Yours
for and on behalf of **Workforce Cloud Tech India Pvt. Ltd. (Recruit CRM)**

Nidhi Saxena

24-09-2023
Nidhi Saxena
Director - People Success

Annexure ‘A’

Compensation Break-up

Employee Name	Designation	Probation Period	Notice Period
Manoj Bhavvan B	Associate Software Engineer	3 Months	2 Months
Salary Components	**INR Monthly**	**INR Annual**	
CTC (INR)	**58333**	**700000**	
Base Components			
Basic	**26250**	315000	
HRA	**13125**	157500	
Total base Components (A)	**39375**	**472500**	
Allowances			
Bonus	**2187**	26240	
Internet & Mobile Bill	**1600**	19200	
LTA	**2625**	31500	
Special Allowance (Includes Medical/Conveyance)	8548	102579	
Total Allowances (B)	**14960**	179519	
Gross Salary (A+B)	**54335**	**652019**	
Deductions			
Professional Tax	200	2500	
PF (Employee Contribution)	1800	21600	
Total Deductions (C)	**2000**	**24100**	
Total In Hand (A+B-C)	**52335**	**627919**	
Statutory Contributions			
PF (Employer Contribution)	1800	21600	
PF (Admin charges)	150	1800	
Gratuity	1263	15152	
Statutory Contributions (D)	**3213**	**38552**	
Insurance premium			
Life & Health Insurance (E)	**786**	**9430**	
CTC (A+B+D+E)	**58333**	**700000**	

In addition to the above structure, Government taxes as applicable will be deducted.

Nidhi Saxena

End of Doc

24-09-2023

iLink Multitech Solutions
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Marthini S V,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

iLink Multitech Solutions
Thinking Beyond

23/09/2023
IL-Che-Con-284

Marthini S V
Chennai

Email: marthini171@gmail.com

Dear **Marthini S V**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Multitech Solutions** for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Chennai Origin Towers, 2nd and 3rd Floor, 11-13, Type II, Dr. VSI Estate, Thiruvanmiyur. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Multitech Solutions
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards



Garima Sharma
Director

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear MOHAMED ASHIK A

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

Offer: Computer Consultancy
Ref: TCSL/DT20245400887/Chennai
Date: 12/07/2024

Mr. Mohamed Nabeel M
35 , A Kaja Kadai LanePalakkarai,
Palakkarai,
Trichy-620008,
Tamil Nadu.
Tel# -

Dear Mohamed Nabeel M,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY
You will be eligible for a basic salary of INR **15,000/-** per month.

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

5. **Personal Allowance**
   You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**
   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

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

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Mohamed Nabeel M**
Designation	**Systems Engineer**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

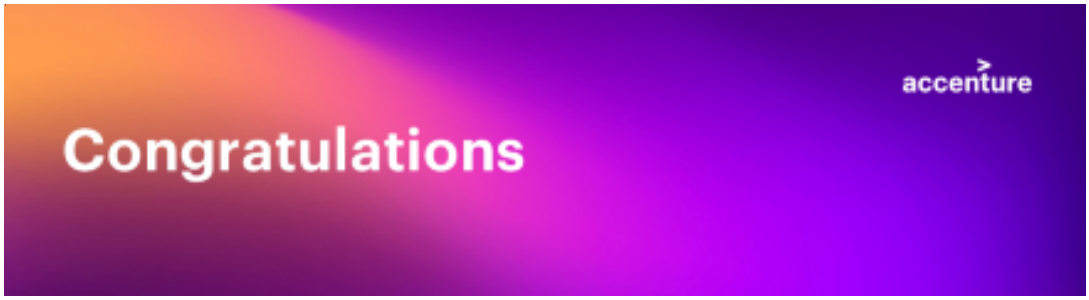
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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19 August 2024

C09204163
Mohana Selvaraju
1/858-F1, Happy Nagar, Poolangudi Colony, HAPP(PO)

Dear Mohana Selvaraju,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - **12**
Job Title - **Packaged App Development Associate**
Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

• Annexure 1 for the compensation and benefits details.
• Annexure 2 for documentation to be submitted by you.
• Annexure 3 for Remote working condition - Declaration to be submitted by you.
• Annexure 4 for declaration to be submitted by you.
• Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

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 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

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

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

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

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

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

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.

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/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:
Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

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. You may be required to submit additional documents which 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 within the specified time shall result in revocation of this Offer/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. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Mohana, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Mr Mohamed S Althaf at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,

C. Lakshmi

Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

ACKNOWLEDGED AND AGREED:

Candidate's Signature Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)
Mohana Selvaraju

_____

Date: Aug 21, 2024

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	**INR 383,000/-**
(B) Variable Bonus earning potential (at maximum 8.5%)	**INR 32,555/-**
Annual Total earning potential (A+B)	**INR 415,555/-**
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 6,400/-**
Notional Insurance Premium paid by Company	**INR 13,700/-**
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 435,655/-**
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	**INR 12,000/-** (capped at **INR 1,000/-** per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	**INR 5,700/-** [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**

*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

Note: For International Worker Only*

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

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. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the 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.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	**INR 5,00,000/-** per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**	Company
Future Service Liability	Self	Up to **INR 20,00,000/-**	Company
Employee Deposit Linked Insurance (EDLI)	Self	**INR 7,05,000/-** (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
• 10% of such claims for self, spouse /partner and 4 dependent children
• 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan
Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer
2. Personal Accident coverage for self, up to three times your annual fixed compensation.

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

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

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**
a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

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

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

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

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

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

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

Please note:
• Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISSTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:
• Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
• Expenses towards movement of one vehicle including Road Tax / Octroi
• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

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.

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 Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

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

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

ANNEXURE 2 : REQUIRED DOCUMENTATION

• Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
• PAN card copy (mandatory to be submitted on day 1)
• Document/s containing start date and end date of the last two employers
• Copy of Degree/PG/Diploma (wherever applicable) certificates
• Copy of all semester mark sheets (last semester mandatory)
• Relieving Letters from previous employer
• UAN Number and PF Statement for your last two employments before Accenture
• Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
• Experience Certificate from 2 previous employers (if relieving letters not submitted)
• Passport copy , if available (if not please apply immediately)
• Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

• You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

• I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.

• I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property

• I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role

• I agree and undertake to follow the work timings defined by my organization

• I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role

• I understand and confirm that I will be responsible for safety and security of the company assets assigned to me

• I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

Candidate's Signature: Mohana S

Mohana S (Aug 21, 2024 10:18 GMT+5.5)

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.
I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to 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 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____
Mohana Selvaraju

Date: Aug 21, 2024

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

Candidate's Signature: Mohana S
Mohana S (Aug 21, 2024 10:18 GMT+5.5)

SRI ENERGY
EXCELLENCE IN EXTREMES©

Ms. S.Monika,
No:12/39B,Inamthar Thoppu
Tennur,Trichy-17

09-08-2024

LETTER OF OFFER

Dear Monika,

Congratulations!

We are pleased to offer you employment as **"GET"** in **'Band 0'** on the terms and conditions of offer indicated below:

This offer is subject to acceptance from your end, clearances of your reference check, background verification, and pre-employment medical test.

You shall join us on or before 5th September 2024.

Your total cost to the company will be **INR 3,79,320/- (Rupees Three Lakhs Seventy-Nine Thousand Three Hundred and Twenty Rupees Only) per annum and gross salary will be INR.25,000/- (Rupees Twenty-Five Thousand Only) per month**. This includes Basic, Allowances, Statutory contributions, and other benefits as governed by company policies, subject to Income Tax regulations in force from time to time.

On the day of your joining please fill in the required forms and submit copies of these documents, along with originals for verification.

S.No.	Head	List of Documents
1	Photo	Passport Size Photo 5 Nos
2	ID Proof	Aadhar/Voter Id/Driving License
3	Address Proof	Aadhar/Voter Id/Driving License
4	Educational Certificate	SSLC, HSC, ITI, DME, UG, PG
5	Experience Certificate	Experience Certificates & Relieving Order from previous companies.
		Pay slip for last 3 Months
		Form 16
6	Medical Certificate	Eye Certificate & Physical Fitness Certificate.

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S.No.	Head	List of Documents
7	Mandatory	Aadhar with Date (DD/MM/YYYY) & PAN Copy
		Bank Passbook /Cheque leaf with Individual name
		Acknowledgement Copy of Aadhar PAN Link
		EPF Statement
		ESI Number (If Applicable), Family Aadhar details
		Offer Copy

We welcome you into our organization and wish that our association will be beneficial to both of us.

Thanking you,

Yours faithfully,
For **SRI Energy Valves Private Limited,**

Authorized Signatory

I agree to accept employment on the terms and conditions mentioned above. The original of this letter is in my possession.

FULL NAME_____

SIGNATURE_____ DATE: _____

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear J NAVAB SHERIFF

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

Codeyoung

The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR Layout, Bengaluru -560102
https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5.
Ashish@codeyoung.com

Employment Offer and Employment Agreement

22nd Feb 2024,

Dear Neha RK ,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **4th March 2024.**

1. **BACKGROUND CHECKS AND REFERENCE CHECKS**

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. **Probation/ Training**

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

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6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7.ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and or
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Codeyoung

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15.TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months**' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any caims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as
a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph
4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

I **Neha RK ,**

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

Codeyoung

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 3,00,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	**₹412,600**	**₹34,383**
	Employer Contribution to PF	₹23,400	₹1,950
A	**CTC Total**	**436,000**	**36333**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	**Total Deductions**	₹28,800	₹2,400
A - B	**Net Salary**	**₹383,800**	**₹31,983**

With regards,
Shailendra Dhakad
Director Codeyoung

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear NITHIS KUMAR

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

GEMICATES™
makes your life smarter

Date: 06-June-2024
File No: GTPL/HR/001

To,
Nithya C S
Tiruchirappalli,
620014.

Subject: **INTERNSHIP OFFER LETTER**

Dear Ms. **Nithya C S**,

We are pleased to present you with the offer of joining our organization as a **Designer Intern** in **Gemicates Technologies Private Limited.**

The terms and conditions concerning internship are as follows:

1. Internship Period:

You will be entitled to work as an Intern with us for a period of 3 months which will be effective from the date of joining, **June 12, 2024**.

2. Stipend:

You will receive a Stipend of INR 10,000.00 per month this includes all compensation and taxes.

3. Notice Period:

You are required to either serve a 3 months' notice period or forfeit 3 month's salary in lieu of the notice.

4.Termination:

The company possesses the right to terminate the intern from the service on the grounds of breach of terms and conditions or misconduct or violation of rules and regulations by giving 1 month notice.

5.Agreement:

You will be required to sign an Appointment Letter on your commencement of internship.

6. Performance Review:

Your performance will be reviewed from time to time during training. In case your performance is not found to be in accordance with the standards then your training period will be extended up to a maximum of 2 months with an interim review at the end of the third month. Should your work performance align with our expectations, your role will be transitioned to a permanent employment status

7. Confidentiality:

The project with our Company will entail dealing with important and sensitive information, records and other matters of the company. Therefore, you will be required to sign the **Non-Disclosure Agreement (NDA)** of our company.

8.Validity:

This Offer Letter is valid until **June 15, 2024**. You must join us before the joining date expires. After that, the offer will be void, and your internship terms with us will be cancelled.

Best Regards,

GEMICATES TECHNOLOGIES PVT. LTD. CHENNAI 600 015

Mahalakshmi - Director
Gemicates Technologies Private Limited

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SpringFive

TRAINING AGREEMENT

The agreement of Training made between Nivas T S (hereinafter referred to as the "Trainee"), and SpringFive Consulting Services LLP ("SpringFive") on 21-May-2024. Wherein, the Trainee of his/her own freewill binds himself/herself as Trainee in SpringFive to serve for the period of full term of 2 months and the LLP agrees to permit the Trainee to train under itself for the aforesaid period.

1. Term

The term of this Training begins on 03-June-2024 and ends on 31-July-2024.

2. Location

The training location of the Trainee shall be in **Bengaluru, India** and Trainee should report to office at **11:00 am at SpringFive Consulting Services LLP, 91 Springboard, 512/10, Service Lane, Outer Ring Rd, Mahadevapura, Bengaluru, Karnataka 560048.** However, at the discretion of SpringFive, the training location may be subject to change from time to time.

3. Stipend

The Trainee will be entitled to receive a stipend of Rs.15,000/- monthly as decided by the Designated Partner of the LLP during the course of the Training.

4. Termination

i) Trainee shall not terminate the Training without the consent of the Designated Partner.
ii) SpringFive may at any time in its sole discretion, terminate the Training without notice or cause.

5. Internship Completion

The trainee is expected to complete the course of internship and will be evaluated accordingly. After the completion of the internship, your appointment will be confirmed in writing, subject to your performance to our satisfaction.

6. Confidentiality

The Trainee hereby acknowledges, and is aware, that during the course of the Training with SpringFive, the Trainee will come into possession of valuable information / technical know-how and proprietary information of SpringFive,

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including but not limited to current and future business information of SpringFive, its clients, suppliers or employees.

The Trainee shall undertake to keep all such information in strict confidence and reaffirm to fully adhere to all confidentiality obligations that are set forth in the current terms of the Training.

7. Intellectual Property:

The Trainee hereby acknowledges that SpringFive is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, or any other business-related information or trade secrets of the Firm, including but not limited to, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by the Trainee in course of the Training with SpringFive. The Trainee shall not in any manner whatsoever, represent and/or claim to have any interest by way of ownership, assignment or otherwise in the same.

The Trainee acknowledges that SpringFive shall own all rights, title and interest including copyright in any work created by the Trainee in course of Training with SpringFive.

8. Asset Protection

The Trainee hereby acknowledges that he/she shall make all the reasonable efforts to safeguard SpringFive's Assets assigned to him for the purposes of carrying out the official duties. Any theft or loss that occurred due to negligence or carelessness or for any other reason shall be duly recovered from the Trainee. The Trainee further undertakes to return all the assets assigned to him back to SpringFive at the time of termination or at the time of completion of Training.

9. Other terms and conditions

The Trainee hereby acknowledges and agrees to abide by all internal Policies of SpringFive, and SpringFive reserves the right to change these Policies at any time in its absolute discretion.

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

The Trainee represent and warrant to not at any time during the period of Training with SpringFive, pay, promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political

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party, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with SpringFive's business in violation of the applicable laws, including the Prevention of Corruption Act, 1988.

The Trainee agrees not to make any disparaging, defamatory or negative remarks or statements, whether oral or written to any third party regarding SpringFive or any of their employees, contractors or other representatives or their business, products or services.

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

The parties have put their respective hands on the day and the year first herein above written.

Signed and delivered by
For and on behalf of
M/s. SpringFive Consulting Services LLP

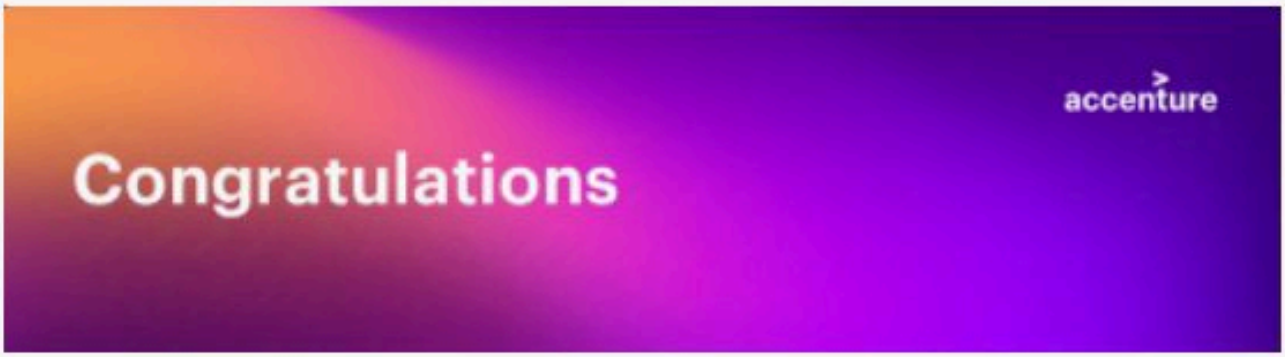
DocuSigned by:
yashwant vizzappu
5D2ADF7DCF4A4B5...

Yashwant Vizzappu
Designated Partner

Acknowledged by

_____

(Nivas T S)



01 September 2024

C09206436
Nivathaa Gnanasambandam
First Street, Indian Bank colony ,k. k. Nagar

Dear Nivathaa Gnanasambandam,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - 12
Job Title - **Packaged App Development Associate**
Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote working condition - Declaration to be submitted by you.
- Annexure 4 for declaration to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

Candidate's Signature: GNivathaa

Codeyoung

The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR
Layout, Bengaluru -560102
https://maps.app.goo.gl/9G9pNvJm
eXFhXxCr5.
Ashish@codeyoung.com

Employment Offer and Employment Agreement

22nd Feb 2024,

Dear Pooja,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **4th March 2024.**

1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

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JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled "Compensation"

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

Codeyoung

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7.ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and or
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Codeyoung

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15.TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

Codeyoung

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any caims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

Codeyoung

21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name: POOJA TANAJI MALI

Date: 23|2|2024

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

Codeyoung

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph
4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE 23/2/2024

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____ .

Name POOJA TANAJI MALI

Codeyoung Dept. / Job title INTERNATIONAL SALES SPECIALIST

Date 23/2/2024

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

Codeyoung

I **Pooja,**

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

23/2/2024
DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date: 23/2/2024

Signature:

Name Pooja Tanaji Mali

Codeyoung

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 3,00,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	**₹412,600**	**₹34,383**
	Employer Contribution to PF	₹23,400	₹1,950
A	**CTC Total**	**436,000**	**36333**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	**Total Deductions**	₹28,800	₹2,400
A - B	**Net Salary**	**₹383,800**	**₹31,983**

With regards,
Shailendra Dhakad
Director Codeyoung

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear Poorvasha V

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

iLink Systems
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Prasanna Priyan R M,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards

Garima Sharma
Director

iLink Systems Private Limited | **Office 7 & 8 First Level,ELCOT IT PARK, Navalpattu, Trichy-620026** | **Phone: +91 4312580309 www.ilink-systems.com**

iLink Systems
Thinking Beyond

23/09/2023
IL-Tri-Con-281

Prasanna Priyan R M
Trichy

Email: prasanncholan@gmail.com

Dear **Prasanna Priyan R M**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Systems Private Limited,** Trichy for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Trichy at iLink Systems Pvt. Ltd Office Area 7 & 8, First Level, ELCOT IT Park, Navalpattu, Trichy – 620026. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Systems
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards

Garima Sharma
Director

Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 22-Apr-2024

To

Ms.PRASHANTIKA S,
#5, SELVASUJA ILLAM, MUNESHWARAN KOVIL - KALI KOVIL ST,
AMMAN NAGAR EAST, ELLAKUDY (PO), KATTUR,
TIRUCHIRAPPALLI-620019, TAMIL NADU.

Dear **Ms.PRASHANTIKA S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

WPS Office

Corporate Identification No: U40100TN2010PTC075961
e-mail ID: hr-team@zohocorp.com

CORIZO
Empowering Tomorrow's Leaders

+91 895-162-5839
angel@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

5th April, 2024

PROBATION OFFER LETTER

Dear **PRIYA DHARSHINI P,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable**. **The first ten(10) days including the day of joining will be "On the Job Training" which will be unpaid**. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Marketing Associate**.

Date Of Joining: 3rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <**angel@corizo.co.in**> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name : PRIYA DHARSHINI P

Date : 06-04-2024

Signature :

CORIZO
Empowering Tomorrow's Leaders

+91 8971527740
radhika@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

27th March,2024

PROBATION OFFER LETTER

Dear **RAAJESH. I,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable**. **The first ten(10) days including the day of joining will be "On Job Training" which will be unpaid**. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Business Development Associate (BDA)**.

Date Of Joining: 03rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

After your probation period you shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <**radhika@corizo.co.in**> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

June 2024

Ms. Rithika S
3/862,Venugopal nagar 2nd street,
Kattur,
Trichy - 620019

Dear Rithika,

Thank you for your interest in AVA SOFTWARE Pvt. Ltd. Subsequent to our discussion with you, we are delighted to extend you an offer to join AVASOFT. We believe you can play an important role in our rapid growth and success and look forward to welcoming you to the AVASOFT family.

Position

You will be undergoing an internship with AVASOFT for a period of 6 months and you will be designated as Trainee Engineer and will be paid a stipend of Rs.10,000/- per month subject to PF & ESI from the date of joining. After successful completion of your internship you will be designated as Software Engineer and your CTC would be Rs. **550000** CTC per annum is inclusive of basic salary, HRA, medical and regular conveyance which is effective from the date of employment.

Probation

You will be on probation from your date of joining for a period of twelve months as Software Engineer. You will continue to do so until the company confirms your services in writing, based on your conduct and performance during this period meeting the standards of the company.

Compensation

Your total cost to AVASOFT will be **Rs. 550000** subject to Tax deduction. Further details are furnished in Annexure-1

Confidentiality and Non Disclosure

You are required to maintain the highest level of confidentiality regarding the company's affairs. This includes keeping all information, instruments, documents, and any other materials related to the company that you become aware of during your assessment period. Furthermore, you must not disclose any confidential information in accordance with the **"Non-disclosure and Confidentiality Policy"**.

Conflict of interest Guidelines.

You shall diligently adhere to the following guidelines and policy of the company and to conduct its affairs in strict compliance with the letter and spirit of the law and to adhere to the highest principles of business ethics. Accordingly , you must avoid activities, which are in conflict, or give the appearance of being in conflict, with these principles and with the interests of the company

Roles and Responsibilities

The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by Company from time to time. Company may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties. Further, at any time, you may be required to provide services, directly or indirectly, to Company and its affiliates and their employees, contractors and clients. In view of the trust and confidence reposed in you, you must effectively perform to ensure results and you will be expected to work extra hours to achieve the set targets, whenever the job so requires.

Working Hours

You are expected to comply with the normal working hours(discussed during the interview) as declared by the Company or project requirements. You may be required to work on a shift basis. Company may, at any time and its sole discretion, change the shift timings upon notice to you.

Leave Eligibility:

You are entitled to Leave benefits during your employement with the company. Annual Eligibility of Earned Leave will depend on the length of service of the associate. Associates are also entitled to sick leave and any associate shall be entitled to maternity/paternity leave and benefits specific to gender. Detailed terms and conditions relating to leave eligibility is provided as relavant policies on the intranet. All these policies are subject to change and you shall abide by the updated policies.

Health Insurance

The company will provide insurance coverage with a sum assured of Rs. 3,00,000/- per annum per individual as specified in the policy. Additionally, employees have the option to extend this coverage to their parents, spouse, and up to two children at the negotiated AVASOFT prices, with a sum assured of INR 300,000 per individual annually. The entire premium amount of parents, spouse and children will be

deducted from the employee's net salary on a monthly basis. Further details will be provided during the onboarding process.

i. In the event that an employee claims insurance but leaves the company before the policy term is completed, the outstanding premium amount must be settled during the exit process and the insurance coverage will be considered void post the exit process.

ii. If benefits were not utilized during the employment tenure and the employee leaves before the policy term concludes, the insurance coverage will be considered void, and no payment will be required.

Visa

Any employee, having initially demonstrated their interest and enrolled in any type of visa application procedure and later communicates their intent to withdraw from said process, concerned individual shall bear financial liability for all pertinent costs borne by the company. These costs shall encompass not solely the expenditures associated with the visa application and processing, but shall additionally extend to cover transit expenses. The financial obligation further includes the comprehensive assessment of the efforts and time invested by company resources in managing and facilitating the visa process, thereby quantifying the damages caused.

Termination & Recovery

i. The Company may terminate this contract and the Employee’s employment at any time.

ii. Upon termination of employment with the company, the Employee shall forthwith return to the company all the assets and property of the company i.e., documents, files, books paper, memos, or any other property of the company in your possession or under Employee control.

iii. The employee shall commit to be in the employment of the company at least for a period of 24 months, considering the substantial expenditure incurred by the Employer Company in India and Overseas towards training/certification on Employee’s account. In case if any employee decides to resign any time after the 1st month of internship/training Period without serving the 24 months service with us as a full-term employee after completing 6 months internship, the Employee shall be liable to pay the training cost a sum of Rs. 1,50,000/- (Rupees One Lakh and Fifty Thousand only) to the employer.

iv. If an employee resigns from the company or is demoted from their current position within six months of receiving a salary hike, the company reserves the right to reverse the salary adjustment. The decision to reverse the salary will be at the discretion of the company and will be communicated to the affected employee in writing. All salary modifications are subject to the discretion of the company.

v. Any employee, in compliance with company regulations, who utilizes a certification granted by the organization for client-related activities is hereby prohibited from voluntarily terminating their employment for a specified duration of one year, commencing from the initiation date of the aforementioned certification. Should an employee resign due to an emergency, with approval from the management, they will have to pay for any certification cost paid by the company.

vi. If the employer decides in terminating employee under Attitude/Performance issues they will be put through Performance Improvement Plan [PIP] for 30 days. If the employee fails to perform during the PIP, they will be liable to pay the training cost of Rs 1.5 Lakhs. Waiver of this clause is purely at the Company's sole discretion.

vii. In case of any conversation/details violating company policy found in any electronic devices held by the employee will be confiscated for legal proceedings.

viii. Employee undertakes that he/she will not take up any other employment while he/she is under the contract and further undertakes to obtain prior consent from the Company before taking up any other employment.

ix. In case wherein the employee resigns within 2 years after receiving retention bonus they will have to repay the cost to the company.

x. In case wherein the employee resigns within a period of 24 months from the date of Joining, the entire amount of expenses reimbursed/buy out cost/Joining Bonus/relocation expense paid to him/her will be recovered as part of the full and final settlement.

Non – Competition

(a) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not hire or attempt to hire any current employees of Company.

(b) It is further acknowledged and agreed that following termination of the employee's employment with the Company for any reason the employee shall not solicit business from current clients or clients who have retained the Company in the 2 years period immediately preceding the employee's termination.

Notice Period

The employee may terminate the contract of employment by giving 3 months written notice to the Company. The employee must serve the notice period fully/partially even after their agreement period or internship is completed if they are allocated in client projects. The waiver of notice period fully or partially during the internship/employment is at the Company's sole discretion. However, Company will also be entitled to terminate the contract of employment without assigning any reasons thereof.

Pre-Employment Screening:

The employment offer is contingent upon the satisfactory outcome of the pre-employment screening activities(including background checks, reference check of former employment/s or such other checks as may be deemed right by the company). Please be advised that company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the company may be grounds of dismissal with immediate effect.

Professional Ethics:

As an organistion which believes in professionalism and performance every employee will be expected to uphold professional ethics when dealing with company's money, material, documents and assets, and violation of the Company's code or leakage of the Company's trade/business secrets that is directly or indirectly attributable to the concerned person. If you are found guilty , at any point of time , of moral turpitude or dishonesty in dealing with the Company's money, material or documents or of theft of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in this letter. Also you would be liable to pay the damage quantified by the Company for breach of any terms and conditions mentioned in this letter. You shall not divulge, communicate or pass on any information, secrets which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. Company information on devices, media, social media, e-mail, fax, printout or photos need to be handled with strict

confidentiality. You shall not communicate, in any manner, any information regarding your remuneration/terms of employment to any other employee of the company except your immediate superior. Indulgence in such activities or any violation of this norm shall lead to termination of your service immediately and will be taken proper legal actions.

Dispute

Any dispute that arises between parties will be subjected to exclusive jurisdiction of courts in Chennai alone.

Declaration

During Onboarding you will be expected to sign & agree the 'Employment Service Agreement' documents with us which will outline the terms and conditions of the organisation. Failing which, this Offer Letter stands void/invalid.

Kindly attach your signature as a token of your acceptance and return it to the undersigned on 13-June-24.

Sincerely,



_____

Anthea Vicky

Human Resources

Compensation Break Up		
Name	**Rithika S**	
A – Base Component	**Monthly (Rs.)**	**Annual (Rs.)**
Basic	15000	180000
HRA	7500	90000
Total of A	**22500**	**270000**
B – Basket of Allowances		
Medical Allowance	1250	15000
Conveyance	1600	19200
Leave Travel Allowance	1300	15600
Other Allowance	9050	108600
Total of B	**13200**	**158400**
C – Retirals		
Provident Fund	1800	21600
Total of C	**1800**	**21600**
D-Benefits		
Benefits	8333	100000
Total of D	**8333**	**100000**
Total (A+B+C+D)	**45833**	**550000**

For AVA SOFTWARE Pvt. Ltd.,

To AVA SOFTWARE Pvt. Ltd.,



_____ _____

Anthea Vicky

Human Resources

Rithika S

Trainee Engineer

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear SANJAY G

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA Unit

Date: 17-Jan-2024

To

Mr.SHALIK AHAMED,
2, ZAIN MANJIL, MAIN CROSS STREET,
SUBRAMANIYAPURAM,
TIRUCHIRAPALLI-620020,TAMIL NADU.

Dear **Mr.SHALIK AHAMED,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **TECHNICAL TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid a stipend as consideration. Your monthly Cost to Company will be **Rs.23000/- (RUPEES TWENTY THREE THOUSAND ONLY)**. The break-up of your stipend is set out in Annexure A.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be absorbed as an employee of Zoho as **PRODUCT SUPPORT ENGINEER**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.

2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.

3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.

4. As part of Zoho's commitment to comply with legal requirements, Zoho contributes to employee's provident fund on your behalf. You understand that the purpose of this contribution is solely to meet Zoho's legal obligations regarding the employee's provident fund as mandated by the authorities and that the contribution shall not be construed as establishing an employer-employee relationship.

5. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.

6. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 28-Jun-2024

To

Ms.SHINY ALOYSIA A,
NO: 21, PALAYAKOVIL STREET,
PALAKARAI,
TIRUCHIRAPPALLI-620001, TAMIL NADU.

Dear **Ms.SHINY ALOYSIA A,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **05-Jul-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	Shiny Aloysia	Date of Offer acceptance:	28 Jun 2024
Name :	Shiny Aloysia A	Place :	Tiruchirappalli

ANNEXURE A

NAME : SHINY ALOYSIA A
DESIGNATION : MEMBER TECHNICAL STAFF

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.2000/- (RUPEES TWO THOUSAND ONLY)** for team treat and **Rs.8000/- (RUPEES EIGHT THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

iLink Systems
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Shruthi Nanditha P,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards

Garima Sharma
Director

iLink Systems Private Limited
Office 7 & 8 First Level,ELCOT
IT PARK, Navalpattu,
Trichy-620026
Phone: +91 4312580309
www.ilink-systems.com

iLink Systems
Thinking Beyond

23/09/2023
IL-Tri-Con-276

Shruthi Nanditha P
Trichy

Email: shruthinanditha26@gmail.com

Dear **Shruthi Nanditha P**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Systems Private Limited,** Trichy for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Trichy at iLink Systems Pvt. Ltd Office Area 7 & 8, First Level, ELCOT IT Park, Navalpattu, Trichy – 620026. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Systems
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards

Garima Sharma
Director

P. Shruthi Nandhini

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA Unit

Date: 17-Jan-2024

To

Mr.SHYAM SUNDER S,
PLOT-2, VYASAR STREET,
AYYAPPA NAGAR, KK NAGAR,
TIRUCHIRAPALLI-620021, TAMIL NADU.

Dear **Mr.SHYAM SUNDER S,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **PRODUCT SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

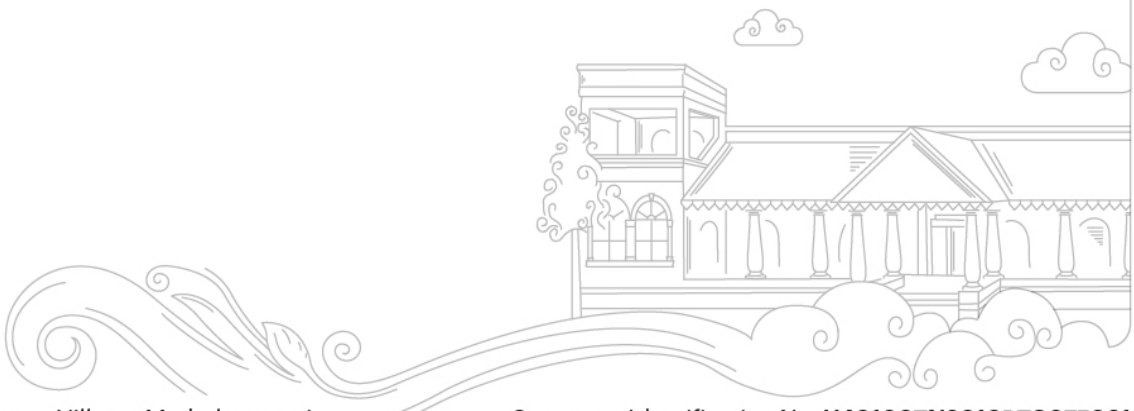
Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



Branch Office:
2/278, Ambai Road, Silaraipuravu Village, Mathalamparai,
Tenkasi, Tamilnadu, 627 814. Ph: +91- 4633 307070

Corporate Identification No: **U40100TN2010PTC075961**
e-mail ID: **hr-team@zohocorp.com**

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **16-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

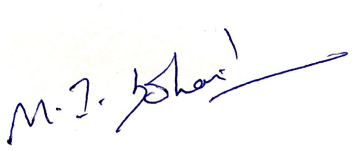
Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	17 Jan 2024
Name :	Shyam Sunder S	Place :	Tiruchirappalli

ANNEXURE A

NAME : SHYAM SUNDER S
DESIGNATION : PRODUCT SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

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SpringFive

TRAINING AGREEMENT

The agreement of Training made between Siva Kumar A (hereinafter referred to as the "Trainee"), and SpringFive Consulting Services LLP ("SpringFive") on 21-May-2024. Wherein, the Trainee of his/her own freewill binds himself/herself as Trainee in SpringFive to serve for the period of full term of 2 months and the LLP agrees to permit the Trainee to train under itself for the aforesaid period.

1. Term

The term of this Training begins on 03-June-2024 and ends on 31-July-2024.

2. Location

The training location of the Trainee shall be in **Bengaluru, India** and Trainee should report to office at **11:00 am at SpringFive Consulting Services LLP, 91 Springboard, 512/10, Service Lane, Outer Ring Rd, Mahadevapura, Bengaluru, Karnataka 560048.** However, at the discretion of SpringFive, the training location may be subject to change from time to time.

3. Stipend

The Trainee will be entitled to receive a stipend of Rs.15,000/- monthly as decided by the Designated Partner of the LLP during the course of the Training.

4. Termination

i) Trainee shall not terminate the Training without the consent of the Designated Partner.
ii) SpringFive may at any time in its sole discretion, terminate the Training without notice or cause.

5. Internship Completion

The trainee is expected to complete the course of internship and will be evaluated accordingly. After the completion of the internship, your appointment will be confirmed in writing, subject to your performance to our satisfaction.

6. Confidentiality

The Trainee hereby acknowledges, and is aware, that during the course of the Training with SpringFive, the Trainee will come into possession of valuable information / technical know-how and proprietary information of SpringFive,

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including but not limited to current and future business information of SpringFive, its clients, suppliers or employees.

The Trainee shall undertake to keep all such information in strict confidence and reaffirm to fully adhere to all confidentiality obligations that are set forth in the current terms of the Training.

7. Intellectual Property:

The Trainee hereby acknowledges that SpringFive is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, or any other business-related information or trade secrets of the Firm, including but not limited to, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by the Trainee in course of the Training with SpringFive. The Trainee shall not in any manner whatsoever, represent and/or claim to have any interest by way of ownership, assignment or otherwise in the same.

The Trainee acknowledges that SpringFive shall own all rights, title and interest including copyright in any work created by the Trainee in course of Training with SpringFive.

8. Asset Protection

The Trainee hereby acknowledges that he/she shall make all the reasonable efforts to safeguard SpringFive's Assets assigned to him for the purposes of carrying out the official duties. Any theft or loss that occurred due to negligence or carelessness or for any other reason shall be duly recovered from the Trainee. The Trainee further undertakes to return all the assets assigned to him back to SpringFive at the time of termination or at the time of completion of Training.

9. Other terms and conditions

The Trainee hereby acknowledges and agrees to abide by all internal Policies of SpringFive, and SpringFive reserves the right to change these Policies at any time in its absolute discretion.

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

The Trainee represent and warrant to not at any time during the period of Training with SpringFive, pay, promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political

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party, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with SpringFive's business in violation of the applicable laws, including the Prevention of Corruption Act, 1988.

The Trainee agrees not to make any disparaging, defamatory or negative remarks or statements, whether oral or written to any third party regarding SpringFive or any of their employees, contractors or other representatives or their business, products or services.

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

The parties have put their respective hands on the day and the year first herein above written.

Signed and delivered by
For and on behalf of
M/s. SpringFive Consulting Services LLP

DocuSigned by:
yashwant vizzappu
5D2ADF7DCF4A4B5...

Yashwant Vizzappu
Designated Partner

Acknowledged by

_____

(Siva Kumar A)

Offer: Computer Consultancy
Ref: TCSL/DT20234909141/Chennai
Date: 14/07/2024

Ms. Sonalakshme S
61Neithal Nagar,
Kadambadi,
Nagapattinam-611001,
Tamilnadu.
Tel# -

Dear Sonalakshme S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of ₹**1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be ₹**600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹**200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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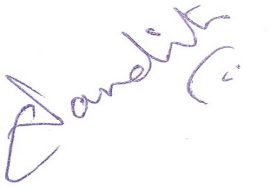
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Sonalakshme S**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com



4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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TCS Careers Service [illegible] Email: careers@tcs.com



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Neoware Technology Solutions Private Limited
Plot No.21, Industrial Estate Main Road,
Seevaram, Perungudi, Chennai - 600096.
Phone: +91 98845 79573

24-Oct-2024

Dear **Sowmeya Venkatesh,**

We are delighted to offer you a position as **Data Engineer - Trainee** at Neoware Technology Solutions Private Limited (hereinafter referred to as Neoware) with effect from **04-Nov-2024.** There will be a probation period of 6 months, post which your services will be confirmed. At the time of this appointment, you will be reporting to Mr. Sriram Kalyanasundaram and your primary place of work will be our Chennai office. We look forward to a long and mutually enriching experience.

Your annual compensation will be **₹ 450000/- (Four lakhs Fifty thousand Only).**

Neoware has been founded by a team of industry leaders and practitioners. Our focus is to support customers in the areas of Cloud Computing, Data Engineering, Artificial Intelligence and Advisory Services. We take a focused, collaborative, and uncompromising approach to business and technology services. Our associates bring a unique combination of technology skills supplemented with business processes and a drive to produce the right business outcome. With this approach, customers realize benefits such as predictable time and cost in the execution approach, the right consultation for their business.

We believe that we are a trusted partner for our customers. Therefore, all the way from our Strategic Advisory to Data Engineering services we engage as a true partner - Our associates listen to the needs, do their research, compare with peers, and come back with a compelling solution every time - discuss, debate, refine and produce the most effective solutions for our customers - in the process create value for our customers at each step. The values we stand for are - Customer First, Trust & Integrity, Create value at each step and Respect for Everyone.

The following pages define the Employment Agreement between Neoware Technology Solutions Private Limited ("Neoware") situated in AWFIS Spero Sierra, Plot No.21, Industrial estate road, Seevaram, Perungudi, Chennai – 600096. Your compensation is listed in Annexure 1, benefits in Annexure 2 and detailed Terms and Conditions in Annexure 3. Please note that your designation, reporting manager, Department, work location, remuneration, benefits and terms and conditions are subject to changes during the course of your employment with Neoware.

Please sign on all the places that have your name and return one copy while retaining one for your records.

This offer will stand withdrawn if we do not receive your acceptance within 5 days from the date of receipt of this letter.

For Neoware Technology Solutions Private Limited

Swaminath Venkataraman

Chief Success Officer

Accepted

Sowmeya Venkatesh

Annexure 1

Compensation Details

Component	Amount (Monthly)	Amount (Annual)
Fixed Components		
Basic	₹ 15,758	₹ 1,89,100
Fixed Allowance	₹ 9,455	₹ 1,13,460
HRA	₹ 6,303	₹ 75,640
Total Fixed Component(A)	₹ 31,517	₹ 3,78,200
Retirement Benefits		
Provident Fund (Employer Contribution)	₹ 1,800	₹ 21,600
Total Retirement Benefits(B)	₹ 1,800	₹ 21,600
Other Benefits		
Group Medical Insurance Premium	₹ 2,100	₹ 25,200
Total Other Benefits (C)	₹ 2,100	₹ 25,200
Variable Pay/Performance Bonus		
Variable Pay/Performance Bonus		₹ 25,000
Total Variable Pay (D)		₹ 25,000
Total Cost to Company		
Total Cost to Company (A + B + C + D)		4,50,000

Basic Salary: It is a fixed monthly component of your salary and taxable. It does not vary every month and is fixed for a particular period.

Special Allowance: It is a fixed monthly component of your salary and taxable. It does not vary every month and is fixed for a particular period.

Retirement Benefits:

- **Provident Fund:** Employer contribution as % of basic salary towards provident fund. (Employee's equivalent contribution is deducted monthly from the basic salary) – ₹1,800 per month is contributed from your pay into the PF account. Neoware makes an equal contribution on your behalf into the PF account on a monthly basis (total of ₹21,600 for the year). Neoware will share the PF account number (UAN) for you to be able to track the monies accumulated into your account along with the interest credited by the PF office.
- **Variable Pay:** This part of your compensation is based on the overall performance of the organization, your business unit's performance, and your individual performance and is on Pro- rata basis. This component is applicable to employees who have spent a minimum of 90 days (in a financial year) in the organization and are still employed with Neoware at the end of the financial year.
- **Insurance:** The insurance premium paid by the company towards group medical insurance.

Annexure 2

Benefits Explanation

- **Medical Insurance:** We care about you and your family. Hence, Neoware provides a medical insurance coverage for the immediate family. Associates will be onboarded into the group medical insurance policy after joining. Details shall be provided during on-boarding.
- **Retirement:** At Neoware, we encourage associates to continue to contribute to the organization and society till their energy lasts and Neoware-ians are high-energy folks. There is no compulsory retirement age. However, after the age of 58, should you choose to pursue your other passions in life, you could avail the prevalent benefits at the time of your retirement and follow your heart. Once a Neoware-ian, always a Neoware-ian.
- **Leave:** Casual Leave (12 days pro-rated), Sick Leave (12 days pro-rated), Maternity Leave (6 Months) and Paternity Leave (5 days), as per company policy.
- **Working Hours:** At Neoware, our core working hours is for 9 hours, starting from 9:00 AM. We believe in Flexi-Hours, to enable you to work at the peak of your creativity and innovation. Therefore, office is always at your reach. We celebrate work and we love working together in person. We believe that long range relationships require face time and we value relationships. Should you decide to work from home, from time to time, please do so while balancing your presence in meetings where you need to be in person.
- **Promotions and Increments:** Your progression and increase in salary will depend only on your performance and contribution to the company. To be eligible to receive salary increment during the salary revision cycle, you should have completed a minimum of 6 months. Salary increments are normally given once a year.
- **Transfer:** Your employment is subject to change of location within India/abroad as required by the business requirements and you are expected to comply with the same during the complete tenure of the employment with Neoware.
- **Separation /Termination:** Either party can end this employment engagement by serving a notice of **2 months** to the other party. In the event you decide to leave the Company without working during the notice period, you will be liable to pay the Company the Gross Salary component equivalent to your notice period. However, please note that accepting any such relieving request would be entirely at the discretion of the Company based on the business needs.
- Upon receipt of your notice of termination, the Company may at its sole discretion relieve you of your duties anytime during the notice period in which event you will be paid salary up to the last working day.

- This contract of employment may be terminated by Neoware without notice under any of the following clauses

    1. If you either commit any serious breach or (after warning) repeat or continue any material breach of your obligations under this agreement or persistently fail or neglect to carry out your duties under this contract of employment or fail to maintain a satisfactory standard of conduct or performance within a reasonable time after receiving written warning from Neoware /Client relating to your conduct and/or performance.
    2. If you are guilty of fraud, dishonesty, or misconduct (whether in course of your deputation or not) tending to bring yourself, Neoware /Client or otherwise to prejudicially affect the interests of Neoware.
    3. If you commit an offence relating to insider dealing or are in breach of the rules of any authority or regulatory organization, which apply to you.
    4. If you are guilty of offensive or unprofessional behaviour
    5. If your performance is not found up to standards or you are prevented from properly performing your duties for any reason.
    6. The termination will not invalidate or affect any claim, which Neoware may have against you, nor will it invalidate or affect any terms or conditions of this agreement, which are expressed to have continuing effect after the termination of your agreement, even if Neoware has breached any other terms of the agreement. On separation from company employment for any reason, you shall comply with the company’s separation procedure, sign all documents, and return all company property on or before your last working day. The company will not be bound to pay your dues, if any, till you have completed all the separation procedures and surrendered company property, assets, documents, etc.

Annexure 3

Terms and Conditions of Employment

We commit to build a career for you and to provide a caring, thriving, safe and exciting work environment based on the values we stand for.



You shall be governed by the following terms and conditions during your employment with Neoware Technology Solutions Private Limited (Neoware/company), and those that may be amended from time to time.

- **Duties:** During the course of work with Neoware, you shall use your skills and energy for producing the right outcome for the company and its customers. You shall also comply with the rules and procedures announced by the company in letter and spirit.

Neoware offers full-time employment at this time, unless otherwise expressly notified. Therefore, we would assume you to be providing your full commitment to the company. You shall not, without prior written confirmation from the company, be engaged with another business or employment during or outside of work hours. This does not prevent you from engaging in socially responsible / charitable, literary, art and educational/scientific work that benefits the society at large (without a remuneration)

- **Bonafide Information:** Neoware offers this employment based on Bonafide statements and information provided by you during application for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, Neoware reserves the right to take appropriate action.

- **Ethics & Respect for Everyone:** Please practice ethics of the highest order in every activity that you undertake. Please honour all agreements and respect everyone. Please do not express any confidential information or violate any agreements with your earlier employers and their customers.
- **Socially Responsible:** Please adhere to all laws of the land, whether you are in India or in another country and take such actions that would make Neoware and fellow Neoware-ians proud.
- **Confidentiality:** Please maintain utmost secrecy in the context of confidential information regarding the company. Confidential information is any information that relates to our processes, intellectual property, our customers and their information, our approach, prospects, financial information, our partners, and vendors. During your employment, please do not disclose any such information without prior consent from the executive management of the company. Please do not carry any company information or documents, should you decide to part ways.

We value each Neoware-ian and his/her contribution. While we practice equality of rights, we need to be acutely aware that each person brings a different combination of skills to the company, each person is special in his/her own way and therefore, compensation and benefits are likely to be different. Please maintain confidentiality of your compensation and benefits; discuss that with none other than your manager.

- **Neoware-ian:** As a fellow Neoware-ian, you shall always uphold the interest of the company and therefore not do or say anything that would directly or indirectly affect the reputation, brand, and business of the company. Once a Neoware-ian, always a Neoware-ian – even if & after you decide to pursue your dreams outside Neoware, you shall continue this principle in spirit and letter.
- **Place of Work:** At Neoware, we recognize that personal preferences must be balanced with the business necessities. While a primary place of work is informed through this offer, we would encourage you to remain flexible to rise to the occasion to meet a business need – short term travel to international locations and relocations to international locations.
- **Intellectual Property:** All our practices and policies are geared towards enjoying the work you do and maximizing creativity and innovation. Therefore, you would produce exemplary work as part of your employment at Neoware and all such artifacts that you produce will naturally be Neoware's assets, born with your creativity. Many of these are likely to go on to be patented in the company's name. Please ensure that you support Neoware's attorneys in the process of filing for such patents, trademarks, copyrights.

Documents to be submitted at the time of onboarding:

1. Relieving letters from all prior companies
2. 10th, 12th, Degree, Masters Marksheets and Completion certificate
3. Aadhar scanned copy
4. Passport scanned copy
5. PAN copy
6. Passport size photo scanned copy
7. Permanent address proof

For Neoware Technology Solutions Private Limited

Swaminath Venkataraman

Chief Success Officer

Accepted

Sowmeya Venkatesh

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OFFER LETTER

2nd August 2024.

Mr. Srivathsan S
25/62, Natarajapuram south colony,
4th Street,
Thanjavur -613007

Dear Srivathsan,

Congratulations! We refer to your application and the subsequent interview you had with us. We are pleased to offer you the role of **Graduate Engineer Trainee – SDG** in our organisation on the following terms and conditions:

a) **Position** : **GET- SDG**
b) **Grade** : **E1**
c) **Band** : **A**
d) **Salary** : **CTC Rs.4,20,000 /- P.A (with EPF)**
e) **Location** : **Chennai**
f) **Joining Date** : **5th August 2024.**

1. **Agreements:**

   You will be required to sign a 3 year Service agreement with the Company and comply various formalities as per the agreements during your employment with us.

2. **Probation:**

   You will be on probation for a period of 1 year from the joining date and you will be confirmed in our services on successful and satisfactory completion of your performance during the probation period.

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3. Other Terms and Conditions:

a) You shall not divulge either during the employment with us or afterwards, orally or otherwise, any particulars or details of our business, manufacturing process, technical know-how, prices, company's confidential material, security arrangements, administrative and / or organizational matters whether confidential, secret or otherwise, which you acquire during the course of your employment.

b) You will maintain and keep in your safe custody, such books, manuals, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required or at the time of separation.

c) During your tenure with us, you shall not take up any assignment, part or full time, as Director/ Consultant/ Partner or in any other capacity of any organization or entity, without the written consent of Data Patterns (India) Limited. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the management.

d) Your services are subject to transfer to any of our branch offices in India. If required, you may have to travel to other parts of India or abroad as part of your job responsibilities.

e) Cessation of your services if required would be be governed by our “Separation Policy” however, you shall give the organization in writing your intention to resign, a minimum notice period of 3 months or as applicable to your grade at the time of resignation.

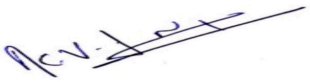
f) You shall abide by all the work rules and regulations of the company as are in force from time to time till your formal separation from the company.

g) This offer is valid only for the date of joining mentioned in the letter above . Any extension has to be formally requested and the decision of the management would be final and binding.

As a token of your acceptance of the above offer, we request you to sign the duplicate copy of this letter and hand it over to us.

We welcome you to our organization and wish you the best for a long and rewarding career with us.

Yours sincerely,



Lakshminarayanan K V
Vice President – Human Resources
Data Patterns (India) Ltd

I accept the above terms and conditions of service.

Signature: **Date:**

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COST TO THE COMPANY (CTC) for Srivathsan	
Department : SDG	
Designation : Graduate Engineer Trainee- SDG	
Grade : E1	
Band : A	
CTC (PA)	420000
CTC - Monthly	**35,000**
MONTHLY COMPONENT (in Rs.)	
Basic Pay	13,926
HRA	5,570
Other allowances	11,724
Total: Monthly (A)	**31,220**
Total: Monthly : Annualised (B)	374,634
Employee Contribution (C)	
Less: Contribution towards PF	1,800
Less: Contribution towards ESI	-
TOTAL : MONTHLY TAKE HOME PAY (A-C)	**30,580**
ANNUAL COMPONENTS (in Rs.)	
Bonus (D)	13,926
Employer's Contribution (E)	
to Provident Fund	23,400
to Gratuity Fund	8,040
to ESI	
TOTAL : ANNUAL (E)	31,440
COST TO THE COMPANY (B+D+E)	**420,000**
Other Benefits (in Rs.)	
Group Personal Accident Cover*	**300000.00**
Group Health Insurance*	**150000.00**
Food Subsidy**	
Transport Subsidy **	

NOTE :
* Refer Insurance Policy
** If availed
All salary components are governed by the company policies and statutory guidelines.
This salary sheet is strictly confidential and the details shall not be disclosed.
All personal tax liability arising out of compensation will be borne solely by the employee

DATA PATTERNS
SPECIALISTS IN DEFENCE AND AEROSPACE SYSTEMS

List of the soft copies have to be forward before Joining This will facilitate joining, background verification / validation and appointment process at DATA PATTERNS (INDIA) LIMITED	
S. No.	**Particulars**
1	Pan Card **(Hardcopy & Softcopy)**
2	Full set of Offer Letter, self attested on all the pages. **(Hardcopy & Softcopy)**
3	Educational Certificates & Mark sheets: **(Softcopy)** 10th std , 12th std Diploma, Graduation, Post-graduation Conduct certificate Other relevant educational or skill certifications
4	Permanent and Current Residential address proof of self **(Softcopy)** **(Ration Card / Voter's ID Card / License / Passport / PAN card copy etc.,)**
5	Your Photo ID proof (**Softcopy)** **(Voter's ID Card / License / Passport / PAN card copy etc.,)**
6	Experience Letter (s) from all your employers including details of period of employment (if applicable) **(Softcopy) have to show the original at the time of joining**
7	Last 3 months Pay-slip / Salary Certificate from the last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
8	Resignation/Relieving Letter from last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
9	1 Passport size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
10	1 Stamp size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
11	**NOC – From Local police station (Softcopy) have to be submitted in original at the time of joining.**

I understand that the listed mandatory documents have to be forward before the DOJ and I confirm that provide them on the DOJ itself.

Signature: **Date:**

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 14-Jan-2024

To

Mr.SUBIN RAJ P,
6/9, 6TH CROSS,
KUMARAN NAGAR,
TIRUCHIRAPPALLI-620017, TAMIL NADU.

Dear **Mr.SUBIN RAJ P,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **TEAM MEMBER - DEVOPS** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **13-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

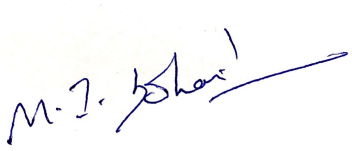
Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	14 Jan 2024
Name :	Subin Raj P	Place :	Trichy

DATA PATTERNS
SPECIALISTS IN DEFENCE AND AEROSPACE SYSTEMS

OFFER LETTER

2nd August 2024.

Mr. Surya Nanthakumar,
19/2, Vasantha Nagar,
Lalgudi,
Trichy 621601

Dear Surya Nanthakumar,

Congratulations! We refer to your application and the subsequent interview you had with us. We are pleased to offer you the role of **Graduate Engineer Trainee – SDG** in our organisation on the following terms and conditions:

a) **Position** : **GET- SDG**
b) **Grade** : **E1**
c) **Band** : **A**
d) **Salary** : **CTC Rs.4,20,000 /- P.A (with EPF)**
e) **Location** : **Chennai**
f) **Joining Date** : **5th August 2024.**

1. **Agreements:**

   You will be required to sign a 3 year Service agreement with the Company and comply various formalities as per the agreements during your employment with us.

2. **Probation:**

   You will be on probation for a period of 1 year from the joining date and you will be confirmed in our services on successful and satisfactory completion of your performance during the probation period.

3. Other Terms and Conditions:

a) You shall not divulge either during the employment with us or afterwards, orally or otherwise, any particulars or details of our business, manufacturing process, technical know-how, prices, company's confidential material, security arrangements, administrative and / or organizational matters whether confidential, secret or otherwise, which you acquire during the course of your employment.

b) You will maintain and keep in your safe custody, such books, manuals, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required or at the time of separation.

c) During your tenure with us, you shall not take up any assignment, part or full time, as Director/ Consultant/ Partner or in any other capacity of any organization or entity, without the written consent of Data Patterns (India) Limited. The consent may be given subject to any terms and conditions that the company may think fit and may be withdrawn at the discretion of the management.

d) Your services are subject to transfer to any of our branch offices in India. If required, you may have to travel to other parts of India or abroad as part of your job responsibilities.

e) Cessation of your services if required would be be governed by our “Separation Policy” however, you shall give the organization in writing your intention to resign, a minimum notice period of 3 months or as applicable to your grade at the time of resignation.

f) You shall abide by all the work rules and regulations of the company as are in force from time to time till your formal separation from the company.

g) This offer is valid only for the date of joining mentioned in the letter above . Any extension has to be formally requested and the decision of the management would be final and binding.

As a token of your acceptance of the above offer, we request you to sign the duplicate copy of this letter and hand it over to us.

We welcome you to our organization and wish you the best for a long and rewarding career with us.

Yours sincerely,



Lakshminarayanan K V
Vice President – Human Resources
Data Patterns (India) Ltd

I accept the above terms and conditions of service.

Signature: **Date:**

DATA PATTERNS
SPECIALISTS IN DEFENCE AND AEROSPACE SYSTEMS

COST TO THE COMPANY (CTC) for Surya Nanthakumar	
Department : SDG	
Designation : Graduate Engineer Trainee- SDG	
Grade : E1	
Band : A	
CTC (PA)	420000
CTC - Monthly	**35,000**
MONTHLY COMPONENT (in Rs.)	
Basic Pay	13,926
HRA	5,570
Other allowances	11,724
Total: Monthly (A)	**31,220**
Total: Monthly : Annualised (B)	374,634
Employee Contribution (C)	
Less: Contribution towards PF	1,800
Less: Contribution towards ESI	-
TOTAL : MONTHLY TAKE HOME PAY (A-C)	**30,580**
ANNUAL COMPONENTS (in Rs.)	
Bonus (D)	13,926
Employer's Contribution (E)	
to Provident Fund	23,400
to Gratuity Fund	8,040
to ESI	
TOTAL : ANNUAL (E)	31,440
COST TO THE COMPANY (B+D+E)	**420,000**
Other Benefits (in Rs.)	
Group Personal Accident Cover*	**300000.00**
Group Health Insurance*	**150000.00**
Food Subsidy**	
Transport Subsidy **	

NOTE :

* Refer Insurance Policy

** If availed

All salary components are governed by the company policies and statutory guidelines.

This salary sheet is strictly confidential and the details shall not be disclosed.

All personal tax liability arising out of compensation will be borne solely by the employee

List of the soft copies have to be forward before Joining

This will facilitate joining, background verification / validation and appointment process at

DATA PATTERNS (INDIA) LIMITED

S. No.	Particulars
1	Pan Card **(Hardcopy & Softcopy)**
2	Full set of Offer Letter, self attested on all the pages. **(Hardcopy & Softcopy)**
3	Educational Certificates & Mark sheets: **(Softcopy)** 10th std , 12th std Diploma, Graduation, Post-graduation Conduct certificate Other relevant educational or skill certifications
4	Permanent and Current Residential address proof of self **(Softcopy)** **(Ration Card / Voter's ID Card / License / Passport / PAN card copy etc.,)**
5	Your Photo ID proof (**Softcopy)** **(Voter's ID Card / License / Passport / PAN card copy etc.,)**
6	Experience Letter (s) from all your employers including details of period of employment (if applicable) **(Softcopy) have to show the original at the time of joining**
7	Last 3 months Pay-slip / Salary Certificate from the last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
8	Resignation/Relieving Letter from last two employers (if applicable) **(Softcopy) have to show the original at the time of joining**
9	1 Passport size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
10	1 Stamp size Photograph (only with Brown background) **(Softcopy) & bring one hardcopy at the time of joining**
11	**NOC – From Local police station (Softcopy) have to be submitted in original at the time of joining.**

I understand that the listed mandatory documents have to be forward before the DOJ and I confirm that provide them on the DOJ itself.

Signature: **Date:**

iLink Systems
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Thirisha Helen J,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards

Garima

Garima Sharma
Director

24/09/23

iLink Systems
Thinking Beyond

23/09/2023
IL-Tri-Con-280

Thirisha Helen J
Trichy

Email: thirishahelen@gmail.com

Dear **Thirisha Helen J**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Systems Private Limited,** Trichy for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Trichy at iLink Systems Pvt. Ltd Office Area 7 & 8, First Level, ELCOT IT Park, Navalpattu, Trichy – 620026. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

24/09/23

iLink Systems
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards

Garima

Garima Sharma
Director

24/09/23

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 22-Apr-2024

To

Mr.THIRUVENKADAM S,
41, WEST UTHRA STREET,
SRIRANGAM,
TRICHY-620006, TAMILNADU.

Dear **Mr.THIRUVENKADAM S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Branch Office:
6/1902, Salem Main Road, No 1 Tollgate, Bikshandarkovil,
Tiruchirappalli, Tamil Nadu, 621216
Corporate Identification No: **U40100TN2010PTC075961**
e-mail ID: **hr-team@zohocorp.com**

DocuSign Envelope ID: F5BDE9C0-1CD0-4205-ADFD-DA5D8C4B8F09

SpringFive

TRAINING AGREEMENT

The agreement of Training made between Varsha G (hereinafter referred to as the "Trainee"), and SpringFive Consulting Services LLP ("SpringFive") on 21-May-2024. Wherein, the Trainee of his/her own freewill binds himself/herself as Trainee in SpringFive to serve for the period of full term of 2 months and the LLP agrees to permit the Trainee to train under itself for the aforesaid period.

1. Term

The term of this Training begins on 03-June-2024 and ends on 31-July-2024.

2. Location

The training location of the Trainee shall be in **Bengaluru, India** and Trainee should report to office at **11:00 am at SpringFive Consulting Services LLP, 91 Springboard, 512/10, Service Lane, Outer Ring Rd, Mahadevapura, Bengaluru, Karnataka 560048.** However, at the discretion of SpringFive, the training location may be subject to change from time to time.

3. Stipend

The Trainee will be entitled to receive a stipend of Rs.15,000/- monthly as decided by the Designated Partner of the LLP during the course of the Training.

4. Termination

i) Trainee shall not terminate the Training without the consent of the Designated Partner.
ii) SpringFive may at any time in its sole discretion, terminate the Training without notice or cause.

5. Internship Completion

The trainee is expected to complete the course of internship and will be evaluated accordingly. After the completion of the internship, your appointment will be confirmed in writing, subject to your performance to our satisfaction.

6. Confidentiality

The Trainee hereby acknowledges, and is aware, that during the course of the Training with SpringFive, the Trainee will come into possession of valuable information / technical know-how and proprietary information of SpringFive,

SpringFive

including but not limited to current and future business information of SpringFive, its clients, suppliers or employees.

The Trainee shall undertake to keep all such information in strict confidence and reaffirm to fully adhere to all confidentiality obligations that are set forth in the current terms of the Training.

7. Intellectual Property:

The Trainee hereby acknowledges that SpringFive is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, or any other business-related information or trade secrets of the Firm, including but not limited to, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by the Trainee in course of the Training with SpringFive. The Trainee shall not in any manner whatsoever, represent and/or claim to have any interest by way of ownership, assignment or otherwise in the same.

The Trainee acknowledges that SpringFive shall own all rights, title and interest including copyright in any work created by the Trainee in course of Training with SpringFive.

8. Asset Protection

The Trainee hereby acknowledges that he/she shall make all the reasonable efforts to safeguard SpringFive's Assets assigned to him for the purposes of carrying out the official duties. Any theft or loss that occurred due to negligence or carelessness or for any other reason shall be duly recovered from the Trainee. The Trainee further undertakes to return all the assets assigned to him back to SpringFive at the time of termination or at the time of completion of Training.

9. Other terms and conditions

The Trainee hereby acknowledges and agrees to abide by all internal Policies of SpringFive, and SpringFive reserves the right to change these Policies at any time in its absolute discretion.

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

The Trainee represent and warrant to not at any time during the period of Training with SpringFive, pay, promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any government official, political

SpringFive

party, or public international organization; or (ii) any other person, firm, corporation or other entity, with knowledge that some or all of that money or other thing of value will be paid, given, offered or promised to a government official, political party, or public international organization, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with SpringFive's business in violation of the applicable laws, including the Prevention of Corruption Act, 1988.

The Trainee agrees not to make any disparaging, defamatory or negative remarks or statements, whether oral or written to any third party regarding SpringFive or any of their employees, contractors or other representatives or their business, products or services.

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

The parties have put their respective hands on the day and the year first herein above written.

Signed and delivered by
For and on behalf of
M/s. SpringFive Consulting Services LLP

DocuSigned by:
yashwant vizzappu
5D2ADF7DCF4A4B5...

Yashwant Vizzappu
Designated Partner

Acknowledged by

Varsha G 24/05/2024

(Varsha G)

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 22-Apr-2024

To

Ms.VARSHINI N,
PLOT NO 59,
RAMASAMY NAGAR, MATHUR,
PUDUKKOTTAI-622515, TAMIL NADU.

Dear **Ms.VARSHINI N,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

Branch Office:
6/1902, Salem Main Road, No 1 Tollgate, Bikshandarkovil,
Tiruchirappalli, Tamil Nadu, 621216

Corporate Identification No: **U40100TN2010PTC075961**
e-mail ID: **hr-team@zohocorp.com**

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 06-Feb-2024

To

Mr.VIGNESHWARAN N,
NO:663, 13TH CROSS, VASAN VALLEY,
VAYALUR MAIN ROAD,
TIRUCHIRAPPALLI-620102,TAMIL NADU.

Dear **Mr.VIGNESHWARAN N,**

Based on your application and the subsequent discussions you had with us we are pleased to have you associated with us as a **TECHNICAL TRAINEE** for a period of 6 months from the date of commencement in our organization. During this association you will be paid a stipend as consideration. Your monthly Cost to Company will be **Rs.23000/- (RUPEES TWENTY THREE THOUSAND ONLY)**. The break-up of your stipend is set out in Annexure A.

The internship will be for a period up to 6 months from the date of commencement. Based on your performance during this period and your interest in continuing the internship, your manager may extend the internship period beyond the initial 6 months. On successful completion of your curriculum project, you may be absorbed as an employee of Zoho as **MEMBER TECHNICAL STAFF**. Salary will be decided at that time based on your performance.

This offer is subject to the following terms and conditions.

1. During the period of your association with Zoho, you shall keep strictly confidential any and all information that may come to your knowledge. You may share any such information with others, only on a 'need to know' basis.

2. You shall sign a Confidentiality Agreement with Zoho to protect the interests of the Company by maintaining confidentiality of all information, which may be accessible to you in the course of your association.

3. Zoho owns all right and interest to any intellectual property developed by you during the course of your association with the company.

4. As part of Zoho's commitment to comply with legal requirements, Zoho contributes to employee's provident fund on your behalf. You understand that the purpose of this contribution is solely to meet Zoho's legal obligations regarding the employee's provident fund as mandated by the authorities and that the contribution shall not be construed as establishing an employer-employee relationship.

5. Zoho reserves all rights to terminate you at any time during your association period, for any reason whatsoever, including without limitation, misuse of Zoho intellectual property, improper and unauthorized usage of internet Services, adverse finding in background verification report, misconduct and the like.

6. Zoho is under no obligation to recruit you on its roll of employees at the end of your project work. However if your project work and conduct are found to be completely satisfactory, you may be considered for employment, in accordance with Zoho's then current policy.

VALIDITY

This Technical Trainee Offer is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **07-Mar-2024**. Your signature indicates your acceptance of the terms and conditions of this offer.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation email from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With Best Wishes,

Yours Sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	N Vigneshwaran	Date of Offer acceptance:	06 Feb 2024
Name :	Vigneshwaran N	Place :	Tiruchirappalli

Annexure A

NAME : VIGNESHWARAN N

DESIGNATION : TECHNICAL TRAINEE

Details	Monthly
Basic Stipend	15000
Commute Allowance	6200
Gross Stipend	**21200**
Employer Provident Fund (12% of Basic+TA)*	1800
Cost To Company (CTC)	**23000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic stipend per month as employer contribution and an equal amount will be deducted from your stipend as your contribution towards the fund.

15th October 2023

To

Vivian Joseph,
Ramamurthy Nagar, Chathiram
Tiruchirappalli – 620 002

Letter of Appointment

Dear **Vivian,**

Subsequent to the interviews we had on campus at ***Saranathan College of Engineering*** on ***13th October 2023***, we are pleased to offer you an **Full Time Internship + Full Stack Developer (Full Time) position** at **AUGURAI**, located at Thillai Nagar, Tiruchirappalli with effect from **2/1/2024** on the following terms and conditions.

1. **Accountability:**

You will report directly to the **Chief Executive Officer.**

2. **Internship Duration:**

Internship duration would be approximately **6 months** ***(full time during the last semester)***. You would be absorbed as a full time ***Full Stack Developer*** on successful completion of your final semester courses/projects as well as internship.

3. **Remuneration:**

You will be paid an **annual** renumeration of **Rs. 4,00,000/-** on a cost to company basis for the **full time Full Stack Developer** position. You will also be paid a **stipend** of Rs. **10,000 per month** during your **internship** with us. The remuneration offered to you is absolutely confidential.

4. **Working Hours:**

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business.

5. **Duties:**

Yours will be a full time salaried position with no overtime compensation. You shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any.

The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address:

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits:

You will be eligible to avail 20 days of earned leave per year with prior approval from the manager.

8. Notice Period:

Your services may be terminated by either side giving 30 days notice to the other or 30 Days salary in lieu thereof, which shall be prorated for the period of notice being un-served.

9. Service Rules:

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

10. Non Disclosure Agreement (NDA):

You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.

You shall undertake not to discuss, disclose, or expose any information which the company may classify as confidential, including technology, ideas, concepts evolved by the company and such information shall of all kinds in which include, words, scripts, documents., electronically stored data, encrypted information, designs, formulae, source codes, object codes, any intellectual property being developed or developed by the company. The terms and conditions stated in the said undertaking shall be in force even after you cease to be in the employment of the company.

Breach of terms and conditions contained herein shall be considered a breach of the terms and conditions of your employment and as misconduct on your part and may result in termination of your services by the Company, without notice or pay in lieu thereof.

Kindly sign and return to us a copy of this letter before **18/10/2023** as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We wish you a long and fruitful association with AUGURAI.

Please reach out to us at ravishankar@theaugurai.com or +91 96633 97694 for any queries.

Thank you.

Regards,



Ravishankar Rajagopalan
Director
AUGURAI PRIVATE LIMITED
ravishankar@theaugurai.com
+91 96633 97694

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

Signature:

_____

Date:

Location:

Docusign Envelope ID: C036B36A-9BD4-4249-9ABC-897D00F29A58

OFFER LETTER

Abdul Wasiv H

Date: 01/10/2024

STITCH|HR|2024|10030

Docusign Envelope ID: C036B36A-9BD4-4249-9ABC-897D00F29A58

Dear **Abdul Wasiv H,**

We are pleased to extend this offer for you to join Stitch Financial Technologies India Private Limited!

The offer details:

- You will receive Total Compensation of **420000 in INR (Four Lakhs Twenty Thousand Rupees only)**
- The pay structure comprising of the components of Compensation are enclosed. This will be disbursed to you as per the prevailing rules and regulations applicable to Stitch Financial Technologies India Private Limited
- The start date will be no later than **01/10/2024**
- The designation will be **Software Engineer**

This offer will be subject to the following terms and conditions:

- You will be presently based in **India**. Your primary work location will be in **Chennai.** However, your services are transferrable to any location as per business requirement.
- In the scenario you decide to resign from Stitch, you will have to mandatorily serve two month's active Notice Period. However, at the sole discretion of the company you may be relieved early on payment of salary in lieu of the two month notice period.
- This offer is liable to be immediately withdrawn / cancelled without any prior notice in the event of your failing to clear any of or all the pre-employment formalities.
- Once you join Stitch, you can expect to receive your appointment letter illustrating the standard terms and conditions of service with Stitch; however, the appointment letter will be issued post successful completion of the necessary checks and verifications.

Kindly sign this letter as a token of you have received and accepted this offer in lieu of impending employment with us. If you fail to provide the signed copy of this letter within five days of the date on which this letter was issued, then we will be forced to construe that you have declined this offer.

Background Checks: Your appointment is subject to background check clearance in all aspects, any discrepancies in the background check will lead to the withdrawal of this offer.

Confidentiality**:** You are requested to maintain confidentiality on all aspects of this letter at all times. You shall not divulge, communicate or pass any information, regarding the company, its business, customers, work practices, and security practices to any outsider or any external vendor or contractor employed by the Company. Sharing this information will result in the withdrawal of this offer.

A detailed Appointment Letter will be issued to you soon after you have joined the Company.

Docusign Envelope ID: C036B36A-9BD4-4249-9ABC-897D00F29A58

Compensation Break Up

Components	Monthly	Annual
Basic	17500	210000
House Rent Allowance	8750	105000
Leave Travel Allowance	2625	31500
Management Allowance	3183	38199
Total Gross Pay	**32058**	**384699**
PF Employer contribution	2100	25200
Gratuity Employer contribution	842	10101
Total Compensation	**35000**	**420000**

Additional Benefits:

- The Company will bear the full premium cost to cover its Employees and Dependents (Spouse, Children, and Parents) under a Group Medical Insurance policy for a value of INR 5 Lakhs (Family Floater Health Insurance only for Hospitalization. OPD and Domiciliary are not included).
- The Company will bear the full premium cost to cover its Employees under a Group Personal Accidental Insurance policy for a value of INR 1 Crore.
- The Company will bear the full premium cost to cover its Employees under a Group Life Insurance policy for a value of INR 80 Lakhs.
- Employees will be covered under the Provident Fund Scheme. The Company's contribution is as shown in the compensation.
- Employees will be paid Gratuity at the rate of a monthly basic salary for every completed year of service. Eligibility for Gratuity is subject to a minimum of 5 years of continuous service with the Company.

Please Note:

- Statutory payments like Professional Tax, Income Tax(TDS), PF, etc. shall be deducted as per local government regulations.
- Detailed Terms of Employment shall be signed at the time of joining.

We are very excited to welcome you onboard the Stitch family. We look forward to disrupting the payments space together!

	On Behalf of Stitch	Candidate
Name:	Karthiban U	Abdul Wasiv H
Title:	HR and Admin	Software Engineer
Signature:	Signed by: karthiban 76CAA55ED169447...	Signed by: Abdul Wasiv H CE0EBE1BC7E44D5...
Date:	01/10/2024	01/10/2024

ECE

Offer: Computer Consultancy
Ref: TCSL/DT20234184772/Chennai
Date: 14/07/2024

Ms. Akshara P
No 3Soosai Irudhaya Illam, 1st Floor, Adaikalamadha Kovil 3rd Street,
Ponmalaipatti,
Trichy-620004,
Tamil Nadu.
Tel# -

Dear Akshara P,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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

sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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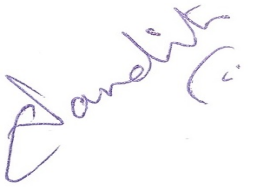
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

GROSS SALARY SHEET **Annexure 1**

Name	**Akshara P**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Date: 19/03/2024

TRAINING OPPORTUNITY

To ARVIND.M, NANDHA.S, NAVEEN.T, NICKSON BABU, VIGNESH.R.
ECE

SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date 20 Feb 2024

Service First

LASER EXPERTS INDIA LLP

Telephone : +91 4344 260125
Web : www.laserxprts.com
GSTIN: 33AAGFL9943F1Z6

To

Saranathan College of Engineering,

Trichy-12

REG: -INTERNSHIP CUM OFFER LETTER

LEI is happy to inform the below candidates are selected for Internship in our facility from Campus Interview held on Feb12, 2024 at your college.

Mentioned candidates are recruited for Internship with benefits of Stipend Rs.8,000 and additional Food Allowances of Rs.2000 to Rs.3000 will be provided accordingly. Accommodation will be provided by LEI if not we shall provide Rs.2000 as allowances.

Internship Training begins from March4, 2024 to May6, 2024. Designation of candidates are

GET- "Gradated Engineer – Trainee"

AFTER SUCCESSFUL COMPLETION OF INTERNSHIP THEY WILL BE PROVIDED WITH A SALARY OF 3.5LPA

Candidates are: -

1. Mohammed Masoor - Mechanical - 236032
2. Shanmugha pandian - Mechanical - 236053
3. Sudharssan T - ECE - 232091
4. Barani Daran R - ICE - 235002
5. Prithiv raj A - ICE - 235012
6. Riyaz ahamed mustaffa - Mechanical - 2360447. Viswash S - ECE - 232106
8. Vishva maharaja P - ECE- 232104
9. Aravindh D - ECE - 232007
10. Santhosh R - ICE -235015
11. Saravanakumar K.P - ICE - 235016

Hoping to see all Engineers to join us on March4,2024.

For, LASER EXPERTS INDIA LLP

SURYA

MANAGER

LASER EXPERTS INDIA LLP HOSUR 635126

Date: 19/03/2024

TRAINING OPPORTUNITY

To : BAVANG.N, DINESH KUMAR.D, KISHORE BALAJI.G, GOWTHAM, GUGAN.S
: ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

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2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

All Glory to Jesus

Angel Industries

Manufacturers & Exporters of CNC Turned Components
AN ISO 9001 : 2008 CERTIFIED COMPANY
GST No : 33DGKPM3427E1ZK, PAN : DGKPM3427E

11 Jan 2024

Caroline Blessy Yovan

4/209, Rastha Road,

Kamaraj Nagar, Thenkalam,

Tirunelveli - 627 357,

Tamilnadu,

India.

Dear Caroline,

Sub: Offer Letter: **System Analyst**

Congratulations, subsequent to the interview process we are pleased that you are considering joining **Angel Industries.** This letter confirms the terms of our offer with respect to your planned employment. You will be designated as **System Analyst.** Your Annual Compensation (CTC) will be Rs **320229** - (Rupees **Three Lakh Twenty Thousand Two Hundred and Twenty Nine only**).

Other Terms & Conditions

Your anticipated start date will be **22 Jan 2024**. In case you do not join the services of **Angel Industries** by **22 Jan 2024** this offer of appointment will stand cancelled and withdrawn. Your appointment stands effective from the date you report in for work.

You will be or may become eligible for other benefit plans as adopted by the company from time to time. The terms of such benefit plans shall be as determined and/or amended from time to time by the Company and shall be governed by the terms of the applicable plans or award agreement provided to you at the time of issuance.

The Company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion. For the first six months of your services/employment you will be deemed to be on probation and during this period, either party may terminate this contract by giving one (1) week's notice in writing or salary in lieu thereof. Within 60 days of completion of the six months if you have not received a notification stating otherwise including, without limitation, extension of probation period from HR your employment is deemed to be confirmed. After the expiry of the probation period or the extended probation period (if the same has been extended) either party is entitled to terminate the contract by giving 60 days' notice. Whereas the company reserves the right to request service of notice or pay salary in lieu of, your notice period waiver or payment in lieu will be at the sole discretion of the Company, but in no event will be less than the minimum period required by applicable law.

This offer and your employment are contingent upon the satisfactory background investigations including employment history. Any personal references and any negative report received by the Company from any person including your existing or earlier employer shall be confidential and solely for the Company's use, and you undertake not to request for a copy thereof or base a claim of any nature against any person including the Company with regard to such report or satisfaction reached by the Company. At your request, we understand that no background check with your present employer will be initiated by us prior to expiry of 5 working days from accepting the Offer Letter or 10 working days before the Date of Joining as mentioned in the Offer Letter, whichever is earlier. In the event you absent yourself for a continuous period of eleven days without prior approval of your reporting manager (including overstay of leave/training), it would be deemed that you have resigned from the services of the Company and you will be liable to pay salary in

Plot No. 12-15, Angel Nagar, Behind Myrada Training Centre, Onnalvadi Village, Kelamangalam Road, HOSUR - 635 110.
Mobile : 9944441185, 9789771886 E-mail : albert5ndsu@gmail.com

All Glory to Jesus

Angel Industries

Manufacturers & Exporters of CNC Turned Components
AN ISO 9001 : 2008 CERTIFIED COMPANY
GST No : 33DGKPM3427E1ZK, PAN : DGKPM3427E

Annexure I: Compensation Details

Date of Offer: 11 Jan 2024

Name: Caroline Blessy Yovan

Job Title: System Analyst

Annual Compensation

Annual Compensation Components	(All figures are in Rs. & monthly, unless stated otherwise)
Basic	7585
FEP	11380
Monthly Net	18965
Provident Fund	911
Gratuity	365
Insurance Benefits	1000
Emergency Medical Fund	100
Monthly Gross	21341
Annual Gross	256092
Annual Cost to Company	320229

Optional Allowances:

i. You will also be eligible to participate in the Company's retirement benefits program, as applicable to employees at your level i.e. Provident Fund and Gratuity.

ii. Upon joining the Company, you will also be enrolled in the hospitalization insurance scheme as applicable to employees at your level. In addition, you will be entitled to any other benefits, as per prevailing Company's policies.

General terms:

1. The Administration of the components will be based on Company policy as well as applicable statutory requirements.
2. Taxes at source will be deducted as per provisions of Income Tax Act, 1961.

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Mobile : 9944441185, 9789771886 E-mail : albert5ndsu@gmail.com

connection with the performance of your job duties for the Company, unless specifically authorized to do so by someone with the appropriate authority from the applicable place of former employment, and that this provision should be regarded as this Company's instruction for you not to do so. You represent that you have provided the Company with full and accurate documentation of your last drawn compensation.

To the fullest extent permitted by law, you agree to keep the terms of this letter confidential, and agree not to share them with anyone except with your immediate family, personal, financial and legal advisors.

Further the Company is fully authorized to take appropriate action in the event of your indulging in: 1) an act of fraud or dishonesty in the course of your employment with the Company; 2) conviction of (or a plea of no contest with respect to) a crime constituting a felony; 3) an act or omission which causes you or the Company to be in violation of any laws of the land including but not limited to Central securities laws, rules or regulations and/or the rules of any exchange or association of which the Company is a member, including statutory disqualification; 4) failure to perform your essential job duties where such failure is injurious to the Company, its business interests or its reputation; 5) your material breach of any written policy applicable to your employment with the Company; or 6) your material violation of the Company's written **Confidentiality Agreement**, a copy of which will be provided on the date of joining the company.

This letter supersedes any prior oral or written understanding regarding the terms and conditions of your employment with the Company including but not limited to offer letter dated **22Jan 2024**, and any changes to such terms must be in writing and signed by you and an authorized representative of the Company.

We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career with the Company. Please review this letter and return the signed copy of this letter as your acceptance of the terms and conditions contained herein. If you have any questions or if there is any way I can help you further, please do not hesitate to call.

Sincerely,

For **Angel Industries.**

B Albert Deepak Raj

Chief Executive Officer

Date: **22 Jan 2024**

Accepted and Agreed:

Caroline Blessy Yovan

Date: 11 Jan 2024

City: Hosur

lieu of notice thereof as applicable for resignation. You will automatically retire from the employment of the Company on attaining the age of 60 years.

By accepting this offer, you are agreeable to keep yourself in reasonable readiness to move to whatever place of occupation, the Company desires you to undertake.

Your employment is transferable or, you may be sent on deputation or on secondment, to any location in India or abroad either within the Company or to any of its associate or sister concerns or its subsidiary whether existing today or which may come up in future at any time at the sole discretion of the Company.

In case you are entitled to 'Relocation' and/or 'Notice pay out' benefit as per Company policy, the Company reserves the right to recover the entire amount spent, should you voluntarily terminate your employment or your employment is terminated by the Company, anytime within 12 months from your start date. The amount recoverable from you by the Company will be based on actual amount spent by the Company or paid by the Company pursuant to your claims. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you. The amount recoverable from you by the Company will be based on actual amount spent by the Company or claimed by you from the Company, on such relocation and/or Notice Payout. The Company may at its sole discretion, if it thinks so fit to do, waive any portion of or the entire amount recoverable from you.

This offer is specifically contingent upon your signing the Company's standard form of **Confidentiality Agreement**, a copy of which will be provided on your date of joining the Company.

This offer is also contingent upon your adherence to the Company's policies and procedures applicable to all employees generally, and/or applicable to your position or within the Company. Upon commencement of your employment, you will be required to execute the Company's standard forms of employment application and other forms required of employees generally. These policies and procedures, which you will receive in the context of your orientation address, among other things, outside employment limitations, arbitration of disputes, compliance rules and regulations, insider trading, equal employment opportunity and sexual harassment and information security policies.

Any dispute or difference between you and the Company, which arises out of this Agreement or from the terms of your employment with the Company, shall be finally settled through arbitration conducted at the location where you shall be last employed, in accordance with the Arbitration and Conciliation Act, 1996, as amended from time to time. The sole arbitrator shall be the head of HR or such other person who may be appointed / nominated by the head of HR. You will not be entitled to raise any objection that the arbitrator is an officer of the Company or is associated with the Company in any manner. In the event of the person so appointed/nominated by the head HR ceases to be in the employment of the Company or has been transferred or is otherwise not able to carry on being the arbitrator, the head HR as aforesaid at the time of such transfer or vacation of office or inability to act as arbitrator shall designate such other person to act as the arbitrator.

The arbitration proceedings shall be in the English language. The arbitrator's award shall be final and binding on the parties.

Representations & Warranties

By signing this letter, you are representing to the Company that your acceptance of this offer and agreeing to employment with the Company under these terms will not conflict with, violate or constitute a breach of any employment or other agreement to which you are a party and that you are not required to obtain the consent of any person, firm, corporation or other entity in order to accept this offer of employment.

You further warrant and represent that you are not subject to any restrictive covenants or other continuing obligations that in any way restrict your ability to engage in or solicit any business of any type engaged in by the Company, or participate in recruiting or staffing efforts on behalf of the Company.

You further represent and agree that you will not knowingly use or otherwise disclose any confidential, business and proprietary or trade secret information obtained as a result of any prior employment in

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 22-Apr-2024

To

Ms.CHARIS BENITA R E,
NO:10, SARADHA NAGAR,
NORTH KATTUR,
TRICHY-620019, TAMIL NADU.

Dear **Ms.CHARIS BENITA R E,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **TECHNICAL SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **29-Apr-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	R E Charis Benita	Date of Offer acceptance:	22 Apr 2024
Name :	Charis Benita R E	Place :	Trichy

HCLTech || Final Confirmation || Batch 2024

Inbox

E-School Connect 31 Jul

to me

Classification: **Public**

Dear Candidate,

Greetings from HCLTech!!

We are glad to inform you that you have been selected for the opportunity with HCLTech.

Application No	Student Name	Gender	Email	UG - Degree Name
HCLTFP650713	DEEBIKSHA D	Female	deebiksha26@gmail.com	BE

Date: 19/03/2024

TRAINING OPPORTUNITY

To : BAVANG.N, DINESH KUMAR.D, KISHORE BALAJI.G, GOWTHAM, GUGAN.S
: ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

QUESSCORP LIMITED

QUESS
WINNING TOGETHER

HEAD OFFICE - 3/3/2, AMBLIPURA, BELLANDUR GATE, SARJAPUR ROAD, BENGALURU, KARNATAKA 560103

STIPEND SLIP FOR THE MONTH OF SEPTEMBER 2024

APPERENTICE ID	2003034924	**FIXED DAYS**	30.00
APPERENTICE NAME	DHINESH VEERAMANI S M	**PRESENT DAYS**	26.00
DATE OF JOINING	10/04/2024	**BANK NAME**	CITY UNION BANK
DESIGNATION	APPRENTICE	**BANK A/C NO**	:500101012555873
DEPUTED AT	SYRMA SGS TECHNOLOGY LIMITED	**INSURANCE NO**	
GENDER	MALE	**LOCATION**	CHENNAI
		QUESS ID	GS10178615

DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCTIONS
STIPEND	13,000.00	CANTEEN DEDUCTION	110.00
GROSS STIPEND EARNINGS	**13,000.00**	**TOTAL DEDUCTIONS**	**110.00**

TOTAL FIXED STIPEND (G-E) : 12,890.00 (TWELVE THOUSAND EIGHT HUNDRED NINETY ONLY)

***AS PER THE NAPS GUIDELINES THE STIPEND WILL BE PAID AS PER BELOW STRUCTURE.**

BREAK UP OF TOTAL STIPEND AMOUNT (IN RS.12,890.00).	
EMPLOYER'S SHARE (75% OF MONTHLY PAYABLE STIPEND)	**GOVERNMENT OF INDIA'S SHARE OUT (25% OF STIPEND PAID UPTO A MAXIMUM OF RS.1500 PER MONTH PER APPRENTICE PAYABLE AFTER 72 HRS AFTER GETTING EMPLOYER'S SHARE)**
11,390.00	**1,500.00**

NOTE: THIS IS A COMPUTER GENERATED DOCUMENT DOES NOT REQUIRE ANY SIGNATURE.

FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

DEC 13 2024 10:47AM



QUESSCORP LIMITED

QUESS
WINNING TOGETHER

HEAD OFFICE - 3/3/2, AMBLIPURA, BELLANDUR GATE, SARJAPUR ROAD, BENGALURU, KARNATAKA 560103

STIPEND SLIP FOR THE MONTH OF AUGUST 2024

APPERENTICE ID	2003034924	**FIXED DAYS**	31.00
APPERENTICE NAME	DHINESH VEERAMANI S M	**PRESENT DAYS**	31.00
DATE OF JOINING	10/04/2024	**BANK NAME**	CITY UNION BANK
DESIGNATION	APPRENTICE	**BANK A/C NO**	:500101012555873
DEPUTED AT	SYRMA SGS TECHNOLOGY LIMITED	**INSURANCE NO**	
GENDER	MALE	**LOCATION**	CHENNAI
		QUESS ID	GS10178615

DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCTIONS
STIPEND	15,000.00	CANTEEN DEDUCTION	90.00
OTHER_ALLOWANCE	300.00		
GROSS STIPEND EARNINGS	**15,300.00**	**TOTAL DEDUCTIONS**	**90.00**

TOTAL FIXED STIPEND (G-E) : 15,210.00 (FIFTEEN THOUSAND TWO HUNDRED TEN ONLY)

***AS PER THE NAPS GUIDELINES THE STIPEND WILL BE PAID AS PER BELOW STRUCTURE.**

BREAK UP OF TOTAL STIPEND AMOUNT (IN RS.15,210.00).	
EMPLOYER'S SHARE (75% OF MONTHLY PAYABLE STIPEND)	**GOVERNMENT OF INDIA'S SHARE OUT (25% OF STIPEND PAID UPTO A MAXIMUM OF RS.1500 PER MONTH PER APPRENTICE PAYABLE AFTER 72 HRS AFTER GETTING EMPLOYER'S SHARE)**
13,710.00	**1,500.00**

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FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

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QUESSCORP LIMITED

QUESS
WINNING TOGETHER

HEAD OFFICE - 3/3/2, AMBLIPURA, BELLANDUR GATE, SARJAPUR ROAD, BENGALURU, KARNATAKA 560103

STIPEND SLIP FOR THE MONTH OF NOVEMBER 2024

APPERENTICE ID	2003034924	**FIXED DAYS**	30.00
APPERENTICE NAME	DHINESH VEERAMANI S M	**PRESENT DAYS**	25.00
DATE OF JOINING	10/04/2024	**BANK NAME**	CITY UNION BANK
DESIGNATION	APPRENTICE	**BANK A/C NO**	:500101012555873
DEPUTED AT	SYRMA SGS TECHNOLOGY LIMITED	**INSURANCE NO**	
GENDER	MALE	**LOCATION**	CHENNAI
		QUESS ID	GS10178615

DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCTIONS
STIPEND	12,500.00	CANTEEN DEDUCTION	90.00
ADDITIONAL STIPEND	721.00		
GROSS STIPEND EARNINGS	**13,221.00**	**TOTAL DEDUCTIONS**	**90.00**

TOTAL FIXED STIPEND (G-E) : 13,131.00 (THIRTEEN THOUSAND ONE HUNDRED THIRTY ONE ONLY)

***AS PER THE NAPS GUIDELINES THE STIPEND WILL BE PAID AS PER BELOW STRUCTURE.**

BREAK UP OF TOTAL STIPEND AMOUNT (IN RS.13,131.00).	
EMPLOYER'S SHARE (75% OF MONTHLY PAYABLE STIPEND)	**GOVERNMENT OF INDIA'S SHARE OUT (25% OF STIPEND PAID UPTO A MAXIMUM OF RS.1500 PER MONTH PER APPRENTICE PAYABLE AFTER 72 HRS AFTER GETTING EMPLOYER'S SHARE)**
11,631.00	**1,500.00**

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FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

DEC 13 2024 10:46AM



QUESSCORP LIMITED

QUESS
WINNING TOGETHER

HEAD OFFICE - 3/3/2, AMBLIPURA, BELLANDUR GATE, SARJAPUR ROAD, BENGALURU, KARNATAKA 560103

STIPEND SLIP FOR THE MONTH OF OCTOBER 2024

APPERENTICE ID	2003034924	**FIXED DAYS**	31.00
APPERENTICE NAME	DHINESH VEERAMANI S M	**PRESENT DAYS**	28.00
DATE OF JOINING	10/04/2024	**BANK NAME**	CITY UNION BANK
DESIGNATION	APPRENTICE	**BANK A/C NO**	:500101012555873
DEPUTED AT	SYRMA SGS TECHNOLOGY LIMITED	**INSURANCE NO**	
GENDER	MALE	**LOCATION**	CHENNAI
		QUESS ID	GS10178615

DESCRIPTION	EARNINGS	DESCRIPTION	DEDUCTIONS
STIPEND	13,548.00	OTHER DEDUCTION	100.00
ADDITIONAL STIPEND	288.00		
GROSS STIPEND EARNINGS	**13,836.00**	**TOTAL DEDUCTIONS**	**100.00**

TOTAL FIXED STIPEND (G-E) : 13,736.00 (THIRTEEN THOUSAND SEVEN HUNDRED THIRTY SIX ONLY)

***AS PER THE NAPS GUIDELINES THE STIPEND WILL BE PAID AS PER BELOW STRUCTURE.**

BREAK UP OF TOTAL STIPEND AMOUNT (IN RS.13,736.00).	
EMPLOYER'S SHARE (75% OF MONTHLY PAYABLE STIPEND)	**GOVERNMENT OF INDIA'S SHARE OUT (25% OF STIPEND PAID UPTO A MAXIMUM OF RS.1500 PER MONTH PER APPRENTICE PAYABLE AFTER 72 HRS AFTER GETTING EMPLOYER'S SHARE)**
12,236.00	**1,500.00**

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FOR ANY QUERY, PLEASE REACH US @ 1800-572-3333 OR WRITE TO HELP@QUESSCORP.COM

DEC 13 2024 10:45AM



Quels Corp

SYRMA SGS

Plot B27, Phase II, Zone B, MEPZ - SEZ, Tambaram,
Chennai, Tamil Nadu, India, 600 045.

EMPLOYEE ID CARD



NAME : Dhinesh Veeramani

EMP. ID No. : QC0003

DEPT. : EMS

Issuing Authority

Date: 19/03/2024

TRAINING OPPORTUNITY

To : BAVANG.N, DINESH KUMAR.D, KISHORE BALAJI.G, GOWTHAM, GUGAN.S
: ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : BAVANG.N, DINESH KUMAR.D, KISHORE BALAJI.G, GOWTHAM, GUGAN.S
: ECE

SARANATHAN COLLEGE OF ENGINEERING

TRICHY.

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With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Mr. Harieesh Palani P K
Saranathan College of Engineering,
Trichy,

Dear **Harieesh Palani P K**,

Subject: Internship Offer at Steller Edge

We are delighted to extend an offer for the position of Game Programmer at Steller Edge. Your application and interview process have demonstrated your exceptional skills and enthusiasm, making you an excellent fit for our team.

Position Title : Game Programmer
Domain : Game Development
Start Date : 07-Feb-2024
End Date : 07-Aug-2024
Shift Time : 09:00 AM to 4:00 PM (IST)
Shift Days : Monday - Friday
Work Location : Remote
Stipend : Unpaid
Reporting to : Krishna Ramkumar

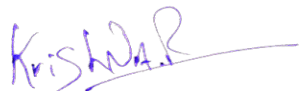
During your internship, you will have the opportunity to work closely with our Game Development Team and gain valuable hands-on experience in Game Development. We believe that this internship will provide you with the necessary skills and insights to enhance your professional development.

As a member of our team, you will be expected to uphold Steller Edge's values, policies, and standards of professionalism. We are confident that your contribution will significantly impact our projects and objectives.

Please review the attached documents, including any additional documents or agreements, and confirm your acceptance of this internship offer by 02/06/2024. If you have any questions or require further clarification, feel free to contact Krishna Ramkumar, Chief Technology Officer at +91 8838215341.

We look forward to welcoming you to our team and wish you a successful and enriching internship experience at Steller Edge.

Best Wishes,



Authorized Signatory
Krishna Ramkumar
Chief Technology Officer
Steller Edge

Please indicate your acceptance of the internship by acknowledging this email and also bring a signed copy of this letter
on your start date.

Name:Harieesh palani P K__ / Signature:  /

Date:__05/02/2024

Date: 19/03/2024

TRAINING OPPORTUNITY

To JAHEN.A, LOGANATHAN.A, KAMALAKANNAN.A, VARNEESHWARAN.K, VISWA.V
ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
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With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : JAHEN.A, LOGANATHAN.A, KAMALAKANNAN.A, VARNEESHWARAN.K, VISWA.V
ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

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5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 25-June-2024

Candidate Name: Kannathal S

Dear Kannathal,

We have greatly enjoyed our recent discussions with you and are pleased to offer you the role of **Product Consultant - Trainee** with **Saasgenie Pvt Ltd,** under the terms and conditions provided herein, with effect from **01-July-2024**.

Employment Details:

- You will be on probation for a period of 3 months. After the successful completion of which you shall receive an Appointment Letter as a confirmation of your employment with us. Your base location for this probation period is Trichy.

Compensation:

- Your all-inclusive **Monthly Total Compensation will be INR 15,200 (Rupees Fifteen Thousand and Two Hundred Only)**
- Please note that this compensation is only applicable for your probationary period and it will be revised at the end of your 3 month probation.
- The Company shall deduct tax at source at the time of making payment in accordance with the provisions of the Income Tax Act and rules made there under as also other applicable laws, if any, as may be in force from time to time.
- A detailed salary structure is mentioned in **Annexure A**

Working Hours:

- The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. You will have to work between 9.00 A.M. and 06.00 P.M. from Monday to Friday. This timing is subject to change based on customer requirements.

Conditions of Hire:

- By accepting the offer, you will be deemed to confirm that:

a. Prior to joining our employment, you have to complete your education and previous employment services in accordance with the terms and conditions.

b. Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the company, from time to time.

c. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials, and criminal records, etc. If you fail to submit the documents sought by the Company within the stipulated timeline or if any information provided by you to the Company proves to be false or if you are found to have willfully withheld any information, the Company reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

As a token of your acceptance of our offer of employment with the Company, please sign in the space provided below and return this letter to us at the earliest. Our offer shall automatically lapse unless (i) you confirm your acceptance of it and return a copy to us within the prescribed time and (ii) you join us on or before your date of joining stated in this Employment Offer Letter. Any disputes arising out of this offer letter shall be governed by and construed in accordance with the laws of India and the courts in Tamil Nadu shall have exclusive jurisdiction.

Notice Period and Termination of Employment:

- You will be required to give 30 days' notice in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of 30 days' notice period.
- The Company reserves the right to terminate your services with or without assigning any specific reason whatsoever for such termination by giving you 30 days' notice.
- The Company shall have the right to terminate this agreement forthwith, without any notice and without any basic salary in lieu of notice period in the event of any of the following:
  1. Breach on your part of any terms and conditions of this contract and any other rules made applicable to you in respect of your employment with us.
  2. Violation on your part of the Company's rules with regard to the authenticity and information declared at the time of Joining the Company.
  3. Any misconduct on your part.
  4. Failure to carry out any of your duties and obligations.

For **saasgenie**



Rajesh Rajasekar
Co-Founder

Acceptance:
I have read and understood the contents of this Employment Offer Letter and Exhibits hereto (hereinafter 'Letter') and accept all the terms and conditions of this Letter in its totality.

Candidate Name (as per Aadhaar card): Date:
Candidate Signature:

Annexure A – Salary Structure

Offer Date	24-June-2024	**Name**	Kannathal S
Designation	Product consultant Trainee	**Expected DOJ**	01-July-2024

	Monthly
I. Basic Salary	
Basic	7,600
II. Allowances/ Reimbursements	
HRA	3,800
Leave Travel assistance (LTA)	912
Mobile Reimbursement	1,000
Special Allowance	1,888
Monthly Fixed Salary (I +II)	**15,200**

I. It is a condition of your service that you shall abide by the company's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person.

II. Taxes are applicable and deducted as per the Indian Income Tax Act, 1961.

III. Profession tax will be deductible as per the Profession Tax Act

IV. Rate of TDS is subject to Declaration and submission of related information and documents by employee.

15th October 2023

To

Karthika Mohan,
5th street, Mullai Nagar,
Ramjee Naga Tiruchirappalli,
Tamilnadu, 620009

Letter of Appointment

Dear **Karthika,**

Subsequent to the interviews we had on campus at ***Saranathan College of Engineering*** on ***13th October 2023***, we are pleased to offer you an **Full Time Internship + AI Engineer (Full Time) position** at **AUGURAI**, located at Thillai Nagar, Tiruchirappalli with effect from **2/1/2024** on the following terms and conditions.

1. **Accountability:**

You will report directly to the **Chief Executive Officer.**

2. **Internship Duration:**

Internship duration would be approximately **6 months** ***(full time during the last semester)***. You would be absorbed as a full time ***AI Engineer*** on successful completion of your final semester courses/projects as well as internship.

3. **Remuneration:**

You will be paid an **annual** renumeration of **Rs. 4,00,000/-** on a cost to company basis for the **full time AI Engineer** position. You will also be paid a **stipend** of Rs. **10,000 per month** during your **internship** with us. The remuneration offered to you is absolutely confidential.

4. **Working Hours:**

You will be required to work eight hours a day and forty hours a week for five days a week in any one of the shifts during the day or night. Your duty hours will be fixed from time to time depending upon the exigencies of the business.

5. Duties:

Yours will be a full time salaried position with no overtime compensation. You shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the Management or such officers who are placed in authority over you. You will also be responsible for control and supervision of the employees working under you if any.
The Management will be within its rights to allot you additional jobs within your department or any other department to which you cannot raise any objection.

6. Address:

You will keep the Management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you.

7. Benefits:

You will be eligible to avail 20 days of earned leave per year with prior approval from the manager.

8. Notice Period:

Your services may be terminated by either side giving 30 days notice to the other or 30 Days salary in lieu thereof, which shall be prorated for the period of notice being un-served.

9. Service Rules:

You shall abide and be bound by the company's Service Rules, as these Service Rules will form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time. Your appointment and continuation in service is subject to satisfactory verification of your credentials, testimonials, etc., and not having concealed any material information from us or having given false particulars in your application.

10. Non Disclosure Agreement (NDA):

You will not divulge any information regarding intellectual Property, software process, technical know-how, security arrangements, administrative accounts, marketing areas, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes, disks, chips, floppies or any other form of communication like films, micro films, drawings etc to anyone else, without the prior approval of the company. It is absolutely at the discretion of the company to decide whether any information is divulged under the normal course of business and the employee in any manner cannot challenge the same.

You shall undertake not to discuss, disclose, or expose any information which the company may classify as confidential, including technology, ideas, concepts evolved by the company and such information shall of all kinds in which include, words, scripts, documents., electronically stored data, encrypted information, designs, formulae, source codes, object codes, any intellectual property being developed or developed by the company. The terms and conditions stated in the said undertaking shall be in force even after you cease to be in the employment of the company.

Breach of terms and conditions contained herein shall be considered a breach of the terms and conditions of your employment and as misconduct on your part and may result in termination of your services by the Company, without notice or pay in lieu thereof.

Kindly sign and return to us a copy of this letter before **18/10/2023** as confirmation of your acceptance of this appointment and the terms and conditions of your employment.

We wish you a long and fruitful association with AUGURAI.

Please reach out to us at ravishankar@theaugurai.com or +91 96633 97694 for any queries.

Thank you.

Regards,



Ravishankar Rajagopalan
Director
AUGURAI PRIVATE LIMITED
ravishankar@theaugurai.com
+91 96633 97694

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

Signature:

_____

Date:

Location:

Offer Letter

09-Nov-2023

To

Ms. Karthika M,
No. 2/54, 5th Street,
Mullai Nagar, Ramji Nagar,
Trichy – 620009

Dear Ms. Karthika M,

Sub: Letter of Offer

Thank you for exploring career opportunities with **Syrma SGS Technology Ltd. (SSTL)**

You have successfully completed our initial selection process and we are pleased to make an offer. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Graduate Engineer Trainee**.

Your Cost to Company (CTC) including all benefits will be Rs. 3.5 Lakhs per annum for the 1st year and Rs. 4.0 Lakhs per annum for the 2nd year as per the terms and conditions.

You may be confirmed into the rolls of SSTL after 24 months based on your performance during the training period.

This offer is valid only if you finish your graduation without any arrears and to maintain your current CGPA.

Kindly confirm your acceptance within 7 days by signing the copy of the offer letter and your confirmation about the joining date, which is not later than 1st July 2024.

You will be issued a letter of appointment at the time of joining after completing joining formalities as per company policy.

Best wishes and welcome to SSTL family.

For Syrma SGS Technology Ltd.

E. S. SATHYANARAYANAN
VICE PRESIDENT – HUMAN ENABLEMENT DEPARTMENT

Date:21-May-2024

Dear **Kavya Lakshmi Palani Ganavel**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-I** with an Annual CTC Compensation of **Rs. 2,60,740.00 (Two Lakhs Sixty Thousand Seven Hundred Forty Rupees Only**). Your date of joining will be on or before **22-May-2024**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

What differentiates us from other places to work is our passion and commitment towards superior customer service. You will find strong core values and brand promise that we live up that is hallmark amongst all our Service offerings.

We firmly believe in employee engagement and our evolving people processes. We assure you enrichment, growth and fulfillment at the end of each working day. Discover Camaraderie, Harmony and Accomplishment with us.

We look forward to a long and fruitful association with you and confident of making Omega Healthcare a truly world class and an aspirational MNC to work for.

All our new employees have been asked to report to office as part of employment starting Apr'2022 and By accepting this offer, you agree to abide by this clause that this offer of employment entails Working from Office (WFO) effective your **22-May-2024.**

With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

In the event of work assignment that stipulates remote working, you agree to have access to Broad-band Internet connection for effective discharge of your duties and the same would be reimbursed to the tune of Rs.800/month.

Your offer and subsequent appointment will be governed by the terms and conditions of employment presented in the enclosed Annexure A. You will also be governed by rules and regulations in vogue that may change from time to time.

At the time of your joining, the following documents need to be submitted:

- Signed Copy of the Offer/Appointment Letter
- Photocopy of your educational HSC/Degree/Diploma valid certificates and marks cards in support of your educational qualifications.
- Reliving letter/Service certificate/ Resignation acceptance letter from your previous employer
- Photocopy of your Birth Certificate/ DOB Proof
- Copy of PAN Card /Acknowledgement copy of PAN Application
- Copy of AADHAR Card / Acknowledgement copy of AADHAR
- Self ID Proof - 2 Copies (Passport/ Driving License/Voter's ID/ Ration Card/ PAN Card/ Aadhaar/College ID)
- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
- Post card Size photographs - 2 Nos. (for ESI Employees)
- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

While at Office, we attire Formally on Mondays and Smart Business Casuals on the Rest of the Days.Please do not hesitate to contact us, should you need any assistance or information regarding your onboarding. You are required to sign the duplicate of this Offer Letter and the Annexure as your acceptance and submit the same to us.

We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.



Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
b. Omega Healthcare observes national and festival holidays as per policy which will be notified

during induction. The festival holidays may vary every year and across region/Service line.

Leave and Vacation

a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	30	30	30	30	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter..

I accept the terms and conditions of the Company mentioned above.

Signature **Name:Kavya Lakshmi Palani Ganavel** **Date:21-May-2024**

Annexure – B

SALARY STRUCTURE

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed Cash (Gross)	**19000**	**228000**
Basic	11250	135000
HRA	5625	67500
Special Allowance	1000	12000
Advanced Statutory Bonus	1125	13500
Benefit	**2728**	**32740**
PF	1470	17640
ESI	618	7410
Group Term Life Insurance	100	1200
Gratuity	540	6490
Total CTC	**21728**	**260740**
Total CTC	**21728**	**260740**

*Variable Pay - You will also be eligible for performance based variable pay of Rs. 0.00 /- per annum which is payable as per company policy on achievement of agreed upon targets.

*Pay for Performance - You will also be eligible for performance based variable pay of Rs. 0.00/- per annum which is payable as per company policy on achievement of agreed upon targets.

Authorized by



Guruvayurappan P V

Chief Human Resource Officer

Date: 19/03/2024

TRAINING OPPORTUNITY

To : BAVANG.N, DINESH KUMAR.D, KISHORE BALAJI.G, GOWTHAM, GUGAN.S
: ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Offer Letter

21 May 2024

Lakshadheepa C
H-201, VIGNESH ARUNODHAYA APARTMENTS,
MELUR ROAD,
SRIRANGAM,
Tiruchirappalli - 620006

Dear Lakshadheepa C,

Congratulations!

Further to the interviews and discussions we had with you, we are pleased to offer you the position of **Coding and Robotics Trainer** in **Sri Chaitanya - B2B Delivery Team,** with **WIZKLUB LEARNING PRIVATE LIMITED**. You shall be required to report to **Mr Nakul Singh Chand** or any other person as notified by the company from time to time.

1. **Remuneration.** You will be eligible for a fixed Annual Base Compensation of **INR 3,26,000/-** payable in equal monthly instalments during the period of your association with the Company, subject to tax deductions in accordance with the applicable laws. You are eligible for a performance-based variable pay of up to **INR 24,000/-.** The details of your remuneration and benefits are mentioned in **Annexure 1** attached to this Letter of Intent of Offer ("**Offer Letter**").

2. **Date and Place of Joining.** Your work location is **Bangalore**. Please note that you are required to join the company on or before **23rd May 2024** or such other date as may be amended by the company in writing.

3. **Working Hours.** Your working hours shall be governed by the working hours policy of the company applicable to you and as amended from time to time. You may be required to work beyond the usual working hours from time to time depending on the business needs. The working hours may be changed without any prior notice to you.

4. **Terms and Conditions.** This Offer is subject to the following terms and conditions:

a) **Employment Documents.** On the Joining Date, you will be required to sign an employment agreement and other ancillary documents and submit such documents and proofs as required by the company in accordance with its company policies and standards (collectively, "**Employment Documents**"). The Employment Documents set out the terms and conditions of your employment with the company.

b) **Background Verification and Check.** This Offer is contingent on the results of a background check which may include a personal history check reference checks, and verification of education and work history. If the results of your background check reveal information that is inconsistent with our rules, regulations, policies, or standards, this Offer may be terminated forthwith upon written notice to you without any liability.

c) **Medical Insurance.** During the term of your employment with the company, the company shall provide a medical insurance facility in accordance with the company policies in effect from time to time.

d) **Gratuity.** You shall be entitled to such benefits as provided under the Payment of Gratuity Act, 1972, as amended from time to time, subject to such eligibility requirements as set forth under the Payment of Gratuity Act, 1972.

e) **Maternity Benefits.** You shall be entitled to such benefits as provided under the Maternity Benefit Act, 1961, as amended from time to time, subject to such eligibility requirements as set forth under the Maternity Benefit Act, 1961.

f) **Leaves and Benefits.** During your employment, you shall be entitled to such leaves and benefits as provided by the company in accordance with the company's the company policies applicable to you from time to time.

g) **Personal Data.** As a part of the requirements pursuant to this Offer Letter, we may be required to process your Personal Information and Sensitive Personal Data or Information. You acknowledge and agree that you shall be solely liable for the accuracy, truthfulness, completeness and consistency of all materials and information provided by you, and hereby consent to the collection, retention, transmission, processing and storage of your Personal Information and Sensitive Personal Data or Information [as defined under the Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011] by the company.

h) **Term and Termination.** Your employment with the company shall commence on the Joining Date and continue to remain in force until terminated in accordance with the terms hereof.

You shall be on probation for a period of **30** days from the date of joining, or such other period as extended by the company upon written notice to you ("**Probation Period**"). During the Probation Period, the company or you may terminate your employment at any time for any reason, by giving seven (07) days prior written notice or salary in lieu thereof. Unless your reporting supervisor or HR informs you otherwise, your employment will be deemed permanent at the end of the Probation Period.

Upon completion of the Probation Period, the company or you may terminate your employment at any time for any reason, by giving thirty (30) days' prior written notice or salary in lieu thereof.

Notwithstanding the foregoing, the company may terminate this Agreement at any time forthwith upon written notice to you, and without any liability if it is found that you have been involved in any activity which is contrary to the standards and policies of the company, withheld any information regarding your background or employment history

(wherever applicable), or any information provided by you to the company is misleading, false, or inaccurate in the reasonable opinion of the company.

i) **Confidentiality.** The terms of this Offer are strictly confidential and should be treated as privileged information between you and the company. You are expected to maintain such information appropriately. You are required to strictly maintain the secrecy and confidentiality of and ensure that you do not divulge or communicate in any manner, any information regarding this Offer Letter, including the remuneration offered to you, to any other person other than the HR Department of the company.

j) **Conflict of Interest.** During the term of your employment, you shall not engage in any work, paid or unpaid, that creates an actual or potential conflict of interest with the company. Such work may include but is not limited to, directly or indirectly competing with the company in any way, or acting as an officer, director, employee or consultant of any entity, including an entity of the same or similar nature as, or which is in direct or indirect competition with, the business in which the company is now engaged or in which the company becomes engaged during the term of your employment with the company, as may be determined by the company in its sole discretion. If the company believes such a conflict exists during the term of your employment, the company may terminate your employment forthwith upon written notice.

k) **Non-Solicitation.** During your employment with the company and for a period of 24 months thereafter, you shall not, directly or indirectly (as the case may be) (i) entice any employee or consultant to leave their employment or services with the company; (ii) solicit such employees or consultants for employment or service opportunities any third party; or (iii) solicit or entice in any manner, directly or indirectly any customers, agents, vendors, users, clients of the company.

l) **Interim Agreement.** This Offer Letter serves as an interim agreement between you and the company regarding your appointment. Material terms specified in this Offer Letter will be recorded in the Employment Documents, which will be issued to you on your Joining Date. Upon execution of the Employment Documents, the Employment Documents will override this Offer Letter to the extent of any conflict between the terms of this Offer Letter and Employment Documents.

m) **Validity.** This Offer shall automatically stand revoked without the requirement of any notice and without any liability if you do not return a signed version of the Offer by **22 May 2024**.

In case of any questions or concerns, please email us at **anju.kumari@wizklub.com** or **khushi.negi@wizklub.com**

We are delighted at the prospect of having you as a part of our team. We are looking forward to working with you!

Yours Truly,

WIZKLUB LEARNING PRIVATE LIMITED



Ujjwal Singh

CEO

Acceptance:

I have read the above-mentioned terms and conditions of the Offer Letter and confirm my acceptance of the offer with mentioned terms and conditions.

Name: Lakshadheepa C

Signature: 

Date: 22/05/2024

Annexure 1

Salary Annexure	Monthly	Annually
Basic Salary	13,583	1,63,000
HRA	5,433	65,200
Child Education Allowance	200	2,400
Hostel Allowance	600	7,200
Special Allowance	5,050	60,600
Mobile/Telephone/Internet Reimbursement	500	6,000
Gross Salary Payable	**25,367**	**3,04,400**
Deduction		
Employee Contribution to PF	1,800	21,600
Professional Tax	200	2,400
*Income Tax (depends on old/new IT regime)	-	-
Net Pay	**23,367**	**2,80,400**
Employer Contribution to PF	1,800	21,600
Variable Pay	-	24,000
Total CTC	**27,167**	**3,50,000**

Date: 19/03/2024

TRAINING OPPORTUNITY

To : JAHEN.A, LOGANATHAN.A, KAMALAKANNAN.A, VARNEESHWARAN.K, VISWA.V
ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date:25-Jun-2024

Dear **Logeswari Muthukrishnan**

Congratulations! We take great pleasure in inviting you to be an integral part of Omega Healthcare Management Services Private Limited.

We are pleased to make you an offer of employment as **AR ASSOCIATE** full time and your place of posting will be **Tiruchirappalli-I** with an Annual CTC Compensation of **Rs. 2,60,740.00 (Two Lakhs Sixty Thousand Seven Hundred Forty Rupees Only**). Your date of joining will be on or before **26-Jun-2024**, beyond which this offer stands revoked.

We are an international organization with people capabilities across India, Philippines, and the USA. You will discover with us 'passion, energy and commitment' to be the best in class and take pride in doing things differently. As we refine and continuously improve on our people process, we count on your support in making Omega Healthcare one of the Best Place to Work.

Combining the largest medical coding staff in the world, with proprietary technology, analytics and automation capabilities, Omega Healthcare helps thousands of providers eliminate administrative burdens, accelerate cash flow and reduce health management costs. The company streamlines medical billing, coding and collections processes, and offers telephone and message-triage services to provide the most comprehensive and scalable outsourced revenue cycle management solutions in the industry.

Most of us here are ordinary people, but constantly seeking to do extraordinary things. We are not perfect, but we are open to feedback, learning and change. While we have our own individuality, we also share a common vision and complement each working as a team.

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With this arrangement we look forward in extending our Best Welcome, Induction and Training in making you successful and experience our culture and team spirit.

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- 2 References for professional / character reference checks
- Last 3 months pay slips or latest copy of Form 16(applicable to experienced candidates)
- Residence Proof - 2 copies Permanent & Temporary (Passport /Driving License/ Voter's ID / Ration Card/ Aadhaar / Mobile Bill or Telephone Bill / LIC Policy / BANK Passbook/ Electricity Bill/Gas Bill/Water Bill/Rental Agreement- (Letter from owner or Self Declaration letter required if it's not in your name)
- Passport size photographs - 6 Nos.
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- Parents DOB details. (Documents not required. Only date is required to fill in nominee forms)
- Physical standard (Blood Group, Height, Weight - details only required for filling the application form. Proof not required)

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We look forward having you as a vibrant family member of Omega Healthcare!

Sincerely,

For Omega Healthcare Management Services Pvt. Limited.



Guruvayurappan P V

Chief Human Resource Officer

Annexure A

Terms and Conditions of Employment

You shall be governed by the following terms and conditions of service during your employment with **Omega Healthcare Management Services Private Limited** (hereafter referred to as the "company"), and those that may be amended from time to time.

Statement of Facts

a. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you in your application form and Resume for employment. At the time of employment or during employment if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.
b. Subsequent to your appointment, if there were to be any negative feedback from your previous employment, you would be liable to be removed from services without any notice.

Duties

a. During working hours, you shall use your best energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company in the letter and spirit,
b. During working hours, you shall entirely devote your time, attention and abilities to the business of the company.
c. You shall not, without company's prior written consent, be in any way directly or indirectly concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary, social or charitable nature, library, and artistic or scientific character only with the express written permission from the competent authority.
d. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interest of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of Work

You will be in employment at the company's office or other work locations as required. The company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the company, when necessary.

Hours of Work

a. The working day shall comprise of 9.00 working hours inclusive of 30 minutes of Lunch break and 30 minutes for 2 Tea breaks. You may be required to work on shift as assigned. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time on which your reporting officer will notify you in advance.
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during induction. The festival holidays may vary every year and across region/Service line.

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a. From the date of joining, you will be entitled to and 1 day of Sick/ Casual Leave Per month as per Leave policy applicable to your grade from subsequent month of joining.
b. On a prorate basis, you would also be entitled for 1 day of Privileged Leave Per month of as per our policy. You can refer Leave policy for further information on leave policies and its applicability.

Conduct

a. You shall at times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
b. You shall, honor and comply with all Rules and Regulations of the Company and statutory requirements, in letter and spirit.

Confidentiality

a. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical processes, finances, and dealings with information relating to suppliers, employees, agents, distributors and customers.
b. You shall not, during your employment and at all times thereafter directly or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
c. You shall not take copies of confidential documents or information for your own purposes and forth with upon termination, you shall return to the Company all documents, records and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not during your employment and at all times thereafter do or say anything that may injure directly or indirectly damage the business of the Company
e. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with Manager you report to.
f. You may have to sign

- The Non-Disclosure Agreement and Non Compete Agreement (as applicable)
- The Code of Business Conduct and Ethics
- Prohibition or Disclosure or Use of Inside Information (as applicable)

Separation from the company

a. The retirement age of the company is 58 years for Bands 1 – 4 and T1 – T4, Band 5/T5 & above is 60 years. At the time formally resigning from service, you shall serve the notice period of as appended below:

Notice Period Clause/Bands	Band 1 - Trainees	Band 1 - Laterals	Band 2	Band 3	Band 4	Band 5	Band 6
During Probation	30	30	30	30	30	NA	NA
After confirmation	60	60	60	60	60	90	90

b. When you resign formally from the service of the Company, the Company may solely at its discretion, Permit you to pay up for the notice period in lieu for the un-served notice period.

c. You will not be entitled to such notice period, If the Company terminates your services due to misdemeanor, unsatisfactory performance or any other disciplinary matter..

I accept the terms and conditions of the Company mentioned above.

Signature **Name:Logeswari Muthukrishnan** **Date:25-Jun-2024**

Annexure – B

SALARY STRUCTURE

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed Cash (Gross)	**19000**	**228000**
Basic	11250	135000
HRA	5625	67500
Special Allowance	1000	12000
Advanced Statutory Bonus	1125	13500
Benefit	**2728**	**32740**
PF	1470	17640
ESI	618	7410
Group Term Life Insurance	100	1200
Gratuity	540	6490
Total CTC	**21728**	**260740**
Total CTC	**21728**	**260740**

*Variable Pay - You will also be eligible for performance based variable pay of Rs. 0.00 /- per annum which is payable as per company policy on achievement of agreed upon targets.

*Pay for Performance - You will also be eligible for performance based variable pay of Rs. 0.00/- per annum which is payable as per company policy on achievement of agreed upon targets.

Authorized by



Guruvayurappan P V

Chief Human Resource Officer

Codeyoung

The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR Layout, Bengaluru -560102
https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5.
Ashish@codeyoung.com

Employment Offer and Employment Agreement

22nd Feb 2024,

Dear Shruthika S,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **4th March 2024.**

1. **BACKGROUND CHECKS AND REFERENCE CHECKS**

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. **Probation/ Training**

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

Codeyoung

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7.ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and or
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Codeyoung

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15.TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months**' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any caims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as
a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph
4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

I **Shruthika S,**

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

Codeyoung

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 3,00,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	**₹412,600**	**₹34,383**
	Employer Contribution to PF	₹23,400	₹1,950
A	**CTC Total**	**436,000**	**36333**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	**Total Deductions**	₹28,800	₹2,400
A - B	**Net Salary**	**₹383,800**	**₹31,983**

With regards,
Shailendra Dhakad
Director Codeyoung

VDart

28-Jun-2024

Dear Mithran Jayaseelan,

Welcome to VDart Group!

Thank you for exploring career opportunities with VDart Group. You have successfully completed our initial selection process and we are pleased to offer you a position of **"Trainee Recruiter"** with VDart Group, on the following terms and conditions.

You will draw a CTC of **Rs. 225864/-** (**Rupees Two Lakh Twenty Five Thousand Eight Hundred Sixty Four Only)** per annum excluding statutory deductions.

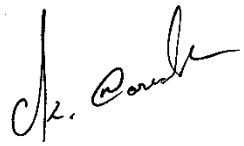
- You will be entitled to Leave, Gratuity, Medical Insurance etc. in accordance with the Law / Company Policy from time to time.
- Your place of posting will be at **VDart - Global Capability Center (Trichy)** and will report for duty on **01-Jul-2024.**
- This letter of offer is subject to completing other joining formalities as specified and also successful completion of BGV. Incase if there are any discrepancies then the offer will be void based on company policy. Upon completion of above said a detailed appointment letter will be given within one week from your joining.
- **Annexure 1** will cover the Compensation break-up and mandatory documents required for joining.
- **You are required to submit your PAN / Aadhar number to HR on your joining.**

We look forward to you joining with our team. We are sure that you will have a long, rewarding and fulfilling career with our company.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,

Yours faithfully,



Naresh Kumar K
Regional Head – Human Resources

VDart

Annexure 1

Please find below the detailed monthly compensation break up, excluding taxation

Salary Components	Monthly	Annual
Basic	11429	
HRA	4571	
Total Gross Salary (A)	**16000**	**192000**
EPF	1371	
ESI	520	
Gratuity	550	
Part - (B)	**2441**	**29292**
Monthly CTC (A+B)	**18441**	**221292**
Leave Encashment **(D)**		**4572**
Annual CTC (A+B+C+D)		**225864**

* PT will be deducted once in six months

* Deductions may vary subject to change in statutory rules.

Employment Details:

* Designation: Trainee Recruiter

* Band: 1

* Grade: A

List of Mandatory documents to be submitted at the time of joining:

1. Relieving letter/ Service certificate from your previous employers (If previously employed)
2. UAN / ESIC Number (if previously employed)
3. Copy of last 3 months pay slip & form 16 or tax report (if previously employed)
4. Copies of educational certificates (10^{th}/12^{th}/Final Graduation Certificate or Diploma Certificate/Final PG certificate if applicable)
5. 4 copies of recent passport size photographs (2 with white background & 2 with blue background)
6. ID Proof copy, self-attested – (Aadhar / PAN Card / Passport /Driving License / Voter's ID)
7. Address Proof Copy, self-attested (Aadhar / Passport /Driving License / Voter's ID)

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear N.S.SELVA MARIYAPPAN

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

Date: 19/03/2024

TRAINING OPPORTUNITY

To : ARVIND.M, NANDHA.S, NAVEEN.T, NICKSON BABU, VIGNESH.R.
ECE

SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : ARVIND.M, NANDHA.S, NAVEEN.T, NICKSON BABU, VIGNESH.R.
ECE

SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : ARVIND.M, NANDHA.S, NAVEEN.T, NICKSON BABU, VIGNESH.R.
ECE

SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Offer: Computer Consultancy
Ref: TCSL/DT20245368922/Chennai
Date: 14/07/2024

Ms. Nisha M
90d90d 15th Cross Annasalai, Kailash Nagar, Kattur Trichy-19,
Kattur,
Trichy-620019,
Tamil Nadu.
Tel# 91-8903822695

Dear Nisha M,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service[illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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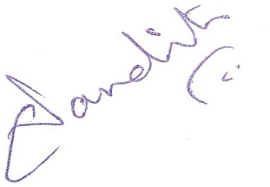
Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Nisha M**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service[illegible] Email: careers@tcs.com

Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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TCS Careers Service[illegible] Email: careers@tcs.com



2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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iLink Multitech Solutions
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Nithyasree P V,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

iLink Multitech Solutions
Thinking Beyond

23/09/2023
IL-Che-Con-285

Nithyasree P V
Chennai

Email: pvnithyasree06@gmail.com

Dear **Nithyasree P V**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Multitech Solutions** for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Chennai Origin Towers, 2nd and 3rd Floor, 11-13, Type II, Dr. VSI Estate, Thiruvanmiyur. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Multitech Solutions
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards



Garima Sharma
Director

+91 8951625839
angel@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

25th July, 2024

PROBATION OFFER LETTER

Dear **PARTHIBAN B,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win.
Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same.

Please find the details of your internship below:

1. **Date Of Joining:** 01-08-2024
2. **Designation:** Business Development Associate
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068**.**
4. **Compensation Offered:** Fixed CTC - INR 400,000 p.a plus a Variable CTC of INR 250,000 p.a which is uncapped as of date.

Probation :

- You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service:

- The minimum period of service is three (3) months from the date of enforcement of this offer letter.
- The minimum period of service is not negotiable.
- The first ten days will be On-the Job Training (OJT) which will be unpaid.
- Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits:

- Incentives will be provided in accordance with the company policy and the established incentive structure.
- Bonus will be awarded based on yearly performance and subject to eligibility and applicability criteria.
- You are eligible for Annual Leave as per the company Leave Policy post your probation.

Acceptance and Commencement:

Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *angel@corizo.in* to communicate acceptance of the offer and to confirm your Joining Date.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Resignation & Termination:

In case any employee wishes to resign from the organization, needs to drop a resignation mail to the respective reporting manager and HR department and the mail should include the last working day and the reason for resignation.

- Notice period is mandatory to serve in order to avail full and final settlement and experience certificate from the organization.

The company reserves the right to terminate employment if any company policy is breached or if performance is deemed unsatisfactory.

Notice Period:

- Employee who has been confirmed in the service of the company has to serve 10 days of Notice Period incase if he/she resigns from the organization.
- An employee can serve 50% of his notice obligation and request his own superior to waive the balance 50% service obligation by offering either to surrender the leave in lieu thereof or by paying for the short notice and the superior is at his absolute discretion to either recommend the proposal to the HR or reject it.
- HR Department is at its absolute discretion to either accept or reject the recommendation given by the superior of the employee on the short notice obligation.
- In any case, minimum service obligation of an employee resignation from the company post resignation is 10 days and no superior can waive / relax this condition for any reason what so ever.
- Upon converting to full-time employment, if you wish to resign, you are required to serve a 30-day notice period.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop / desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*angel@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Date: 19/03/2024

TRAINING OPPORTUNITY

To : RAHUL.M, PRABAKAR.T, SANJAY.G, SANJAY.M, SHRI SHABARAISE.G
ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Adecco

Corporate Office
No 73/1, 13th Floor, Summit B
Brigade Metropolis, Garudachar Palya
Mahadevapura, Whitefield Main Road, Bengaluru – 560 048
Tel.: +91 80 - 68407000

Date:19-08-2024

Applicant ID :**Prakash_3_213267**
Name :**Prakash Rajamanickam**
Location :**Coimbatore**

OFFER LETTER

Dear **Prakash Rajamanickam**

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **Wireman HDO** on deputation to our client **Bharti Airtel Limited** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The **Net Salary (In Hand)** offered to you is **Rs 16208.00 only per month;** detailed breakup is enclosed.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **Coimbatore**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities, in the event you have not been able to follow our digital process.

This employment offer is subject to:

a) The information provided by you in your resume and interviews are correct and valid.

b) This offer stands cancelled and revoked if you do not report to duty within 3 days from the date of Joining i.e., **20-08-2024** & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

c) Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.

- Aadhar card as Proof of Identity, Date of Birth and Address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in “Form F”
- PAN Card, Bank A/C details with proof
- Passport size photograph
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)
- Valid Driving Licence

The term of your Contract shall be effective & valid from for a limited period i.e. upto only.

Insurance Benefits:

a) Group Mediclaim Insurance of INR 2 lacs covering Self, Group Personal Accident (GPA) Insurance of INR 20 lacs & Group Term Life (GTL) Insurance of INR 10 lacs shall be provided by the company.

b) In case you are out of ESI coverage, you will be enrolled into the Group Mediclaim Family Floater Policy of INR 4 lacs covering your immediate family (Self + Spouse + 2 kids) & an additional premium of INR 806/- per month would be recovered from your monthly salary.

The policies are subject to revision as per the company’s discretion & any such update shall supersede the clauses mentioned in the appointment letter.

Adecco

Corporate Office
No 73/1, 13th Floor, Summit B
Brigade Metropolis, Garudachar Palya
Mahadevapura, Whitefield Main Road, Bengaluru – 560 048
Tel.: +91 80 - 68407000

Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,
Adecco India Pvt. Ltd.

Visakh R G
Head – Onboarding
Authorized Signatory

Julie Rosy
Senior Manager - SSC

Enclosures: - (i) Compensation Sheet; (ii) Consent letter

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

Adecco

Corporate Office
No 73/1, 13th Floor, Summit B
Brigade Metropolis, Garudachar Palya
Mahadevapura, Whitefield Main Road, Bengaluru – 560 048
Tel.: +91 80 - 68407000

COMPENSATION SHEET

Applicant ID	: **Prakash_3_213267**
Name	: **Prakash Rajamanickam**
Designation	: **Wireman HDO**

Compensation	Rs. Per Month
BASIC SALARY	11192.00
ADVANCE STATUTORY BONUS	932.00
HOUSE RENT ALLOWANCE	4477.00
SPECIAL ALLOWANCE	1232.00
GROSS (SUB TOTAL A)	17833.00
PROVIDENT FUND EMPLOYER	1491.00
ESI DEDUCTION- EMPLOYER	580.00
EMPLOYER PF ADMIN CHARGES	62.00
EMPLOYERS EDLI CHARGES	62.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2195.00
CTC (SUB TOTAL A+B)	20028.00
PROVIDENT FUND EMPLOYEE	1491.00
ESI DEDUCTION- EMPLOYEE	134.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1625.00
TAKE HOME (SUB TOTAL A-C)	16208.00

Annual CTC : **Rs. 240336.00**

Note : "Take home is subjected to all applicable statutory deductions like Professional Tax, Labour Welfare Fund, Income Tax etc"

Visakh R G
Head - Onboarding

Julie Rosy
Senior Manager - SSC

Authorized Signatory
Adecco India Pvt. Ltd.,

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

Adecco

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CONSENT LETTER

- Adecco India ("Adecco") may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco's Data Privacy Policy (https://www.adecco.co.in/privacy-policy/) ("Adecco Policy") including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco's internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.

- Adecco may also share your Personal Data with Adecco's employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.

- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.

- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco's Data Protection Officer at legal.India@adecco.com.

- You are entitled to withdraw this consent at any time by giving notice to the Adecco's Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco's future use or disclosure of your Personal Data.

- If you have any queries regarding Adecco's treatment of your Personal Data, this consent form or any related matter, you may refer to Adecco's Data Protection Officer at: legal.India@adecco.com

- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details plea se specify the reasons in writing.

- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: _____

Signature & Date: _____

Date: 19/03/2024

TRAINING OPPORTUNITY

To : RAHUL.M, PRABAKAR.T, SANJAY.G, SANJAY.M, SHRISHABARAISE.G
ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

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2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

RS DIGITAL ACADEMY
LIVEWIRE FRANCHISEE

livewire,No 408/A,first floor,
cross cut road,
Gandhi puram,
Coimbatore -641012
Tamil Nadu

Dear Ms.Rathi Aishwarya.G,

Subject: Job Confirmation Letter for the Position of Data Science Trainee

Congratulations,

We are pleased to offer you the position of Data Science Trainee at **at RS Digital Academy, Franchise of Livewire India, CADD CENTRE group.** Your qualifications and experience have impressed us, and we believe you will be a great asset to our team.

Salary: Fixed pay of 20,000/ - per month + Variable Performance pay (will be declared every month based on performance)

Job Description:
As an Data Science Trainee, your primary role will be to serve as a Trainee
We're seeking a highly motivated and enthusiastic Data Science Trainee to join our team. As a Data Science Trainee, you will assist in developing and implementing data-driven solutions to drive business growth. This role is ideal for recent graduates or individuals transitioning into a data science career.

Employment Type: Full-Time

Compensatory Off: You will be entitled to one compensatory off per week.

Rules and Expectations:

1. **Performance Excellence**: We expect you to be highly persuasive and effective in your role, ensuring that students get enrolled and are inspired to refer others.
2. **Communication Skills**: Strong communication skills are essential. You must effectively convey information and interact professionally.
3. **Interpersonal Relations**: Maintain a professional and respectful relationship with colleagues. Avoid becoming overly friendly with trainees to preserve a professional environment.

4. **Social Media Policy**: The use of office premises for video recording, selfies, personal social media reels, or other fun-related content is strictly prohibited. Prior permission is required.
5. **Reporting Issues**: Any discrepancies or concerns should be reported immediately to the Head of Department.
6. **Office Conduct**: Avoid unnecessary conversations or promotions within the office to maintain a focused work environment.
7. **Discipline and Punctuality**: High standards of discipline and punctuality are expected at all times.
8. **Dress Code**: A formal dress code is required.
9. **Notification Period**: A one-month notice period is required for resignation.
10. **Termination Clause**: In cases of undisciplined behaviour or lack of effectiveness in the job, RS Digital Academy reserves the right to terminate employment immediately.

Please sign and return a copy of this letter to confirm your acceptance of this offer. Should you have any questions or require further clarification, feel free to contact the undersigned.

Livewire India warmly welcomes you and wishes you all the best for a successful career with us.

Sincerely,
Mugundhan R
RS Digital Academy,
Livewire India Franchise

Date: 19/03/2024

TRAINING OPPORTUNITY

To

: THARUN KUMAR B , RAJAN M , ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR
Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 12, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear ROSHNI R

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 6, 2024

The performance pay for the internship period is up to Rs. 25,000/- per month (15,000/- as a Standard Earnings & upto 10,000/- as Variable Earnings) during Training & Internship period considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 2 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- In the third month, interns will undergo a one-month probation period following their initial two months of internship.
- The full time offer will be determined based on the intern's performance throughout the Internship & Probation Period,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,

Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

HCLTech



Roshni R

52282722

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

April 11, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear SANJAY G

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by May 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

Date: 19/03/2024

TRAINING OPPORTUNITY

To : RAHUL.M, PRABAKAR.T, SANJAY.G, SANJAY.M, SHRI SHABARAISE.G
ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : RAHUL.M, PRABAKAR.T, SANJAY.G, SANJAY.M, SHRISHABARAISE.G
ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
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4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear SHAMITA S

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

WELCOME LETTER

Dear Shifana Rifath,

Welcome to the iLink family. We are excited to extend you an offer to join us as a Software Engineer Trainee. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the employment have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

ILM-Tri-Offer-3759

To:

Shifana Rifath
8/10 L, Royal Villa, Arabic College Street, Khaja Nagar, Tiruchirappalli, Tamil Nadu, 620020.
Trichy, Tamil Nadu
India - 620020

Sub: Offer Letter

Dear **Shifana**,

We are delighted to offer you the **Software Engineer Trainee** role at iLink Systems.

The terms of the offer are given below, which, if you accept, will govern your employment.

1. Salary
You will be paid a CTC of **Rs.575000/- (Rupees Five Lakh(s) Seventy Five Thousand(s) Only)** per annum. The breakup of the Salary is as mentioned in Annexure 2 of this offer letter.

2. Work Place
You will initially work from our office in **Trichy**. However, you may be posted to any other place where our office is located or deputed to any of our client's location, during your tenure at iLink.

3. Duties
Your duties may vary from time to time depending on the business focus of the Company.

4. Appraisal
You will be eligible for salary increases during subsequent salary revision cycles, the first of which will be the scheduled revision cycle after the completion of probation.

5. Working Hours
You will be required to work for 5 days a week, minimum 40 hours per week or 9 hours per day depending upon client requirements.

6. Probation
You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed after probation provided your performance is found satisfactory during the probation period.

Your employment with **iLink Systems Pvt. Ltd.** is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 1 month in the first 30 days (look-in period) and a notice of 90 days thereafter.

You are required to join on or before **21/08/2024**.

This offer is valid till **14/08/2024, 5PM. Please email confirmation of acceptance before that date.**

You should share resignation acceptance from your current organization within 15 days from Offer Letter Acceptance

The following documents (Original and Photo Copy) are required at the time of joining on **21/08/2024.**

- Relieving Letter of last 3 of your previous companies – if experienced
- Last Month Pay Slip of your previous company– if experienced
- Appointment letter of your previous company
- 10th Mark sheet
- 12th Mark Sheet
- UG Mark sheet
- UG Degree Certificate
- PG Mark Sheet (if any)
- PG Degree Certificate (if any)
- Diploma Certificates (if any)
- Current Address Proof
- Permanent Address Proof
- ID Proof
- Updated Resume
- Pan Card 3 Copies
- 4 Passport Size Photos

Date: 19/03/2024

TRAINING OPPORTUNITY

To : RAHUL.M, PRABAKAR.T, SANJAY.G, SANJAY.M, SHRI SHABARAISE.G
ECE
SARANATHAN COLLEGE OF ENGINEERING
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

CORIZO
Empowering Tomorrow's Leaders

+91 8971527740
radhika@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

27th March,2024

PROBATION OFFER LETTER

Dear **SRI ISWARYA. S S,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable**. **The first ten(10) days including the day of joining will be "On Job Training" which will be unpaid**. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Business Development Associate (BDA)**.

Date Of Joining: 03rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

After your probation period you shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <**radhika@corizo.co.in**> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear SRIHARI P

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear SRUTI D

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

04 April 2023

Employment Offer Letter

Our Ref: TEFUGEN-HRE/20240404-1309-0

Dear Ms. Suba Shree V S,

We are pleased to offer you the position of **Junior Executive** in **Admin. & HR Department** with TEFUGEN. We hope that you will find this opportunity both challenging and rewarding.

The terms applying to your appointment will be:

1.**Place of work**
Your place of work would be at our office located at Thuvakudy or any other places which the management may decide upon.

2.**Working Hours**
Your office working hours is from **09:00 Hrs to 18:00 Hrs** and lunch is from **13:00 Hrs to 13:45 Hrs**.

3.**Salary**
Your salary would be a consolidated amount of **INR 10,000/-** per month. This amount would be subjected to all statutory taxes and PF & ESI deductions, as applicable.

4.**Reporting Authority**
You will report to Deputy Manager or such other persons decided by the management and would work under his orders and guidance.

5.**Probation period**

You will serve a **probation period of six months** during when if your performance is not found satisfactory or for any misconduct or any other reason, the Company reserves the right to terminate you without notice. However, if you leave the organization on your own during your probation period, you will be requested to give Sixty Working days' notice in writing or two months' salary in lieu of notice.

6.**Holidays**

You shall be entitled to paid holidays on **2nd and 4th Saturdays** of every month and other holidays as may be declared at the beginning of each year by the Company.

7.**Leave Benefits**

You shall be entitled to **Casual Leave of 1 day per month** and **Personal Permission of 4 hours per month** during your probation period. After successful completion of probation period, you shall be entitled to **Casual Leave of 8 days per year, Earned Leave of 8 days per year** and **Personal Permission of 4 hours per month**.

8.**Additional Perks**

In addition to your salary, you will also be entitled to **Annual Bonus** based on the Company's performance in the previous financial year with a minimum of **8.33% of Basic+DA of your Salary.**

9.**Increment**

You will be granted with an increment in your salary based on the Confidential Report / Performance Appraisal done by your respective Reporting Authority / HOD once in a year after financial year closing considering the Company's performance during the past financial year.

10.**Moonlighting**

You will not engage yourself in any other business or other work for the whole time or part time or otherwise in any other capacity, even while being off duty, while in the employment of the Company.

11.**Discipline**

You are bound by the Service Rules / Standing Orders of the Company and should abide by the orders / instructions given from time to time.

12.**Confidentiality**

You will maintain strict secrecy in regard to the work assigned / entrusted to you or any other matter connected to the Company.

You are requested to join us on or before **08 April 2024**.

If any of the above points are violated by you due to any reason, your employment is liable to termination without notice or payment.

We hope that you will be able to make a significant contribution to the success of our organization and anticipate a mutually beneficial and fruitful long-term association.

For TEFUGEN Technologies Private Limited,

R. Balamurugan.

TEFUGEN TECHNOLOGIES PVT. LTD. L-2, EGE INDUSTRIAL ESTATE THUVAKUDY TIRUCHIRAPALLI 620 015

Balamurugan R
Deputy Manager,
Admin. & HR Department

09-Sep-2024

Dear Subhikshaa Suresh,
B.E., Electronics and Communication Engineering
Saranathan College of Engineering, Tiruchirappalli

Candidate ID – 28290699

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

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

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Annexure A

Compensation and Benefits

Name:	Subhikshaa Suresh	**Designation:**	Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA	6300	75,600
3	Conveyance Allowance	800	9,600
4	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	8599	103,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

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

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

Leave & Vacation:

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

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

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

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

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

Annexure B

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND
Subhikshaa Suresh, 22, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".
RECITAL:
WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.
d. You shall be flexible enough to take up the assigned role based on business requirement

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or

violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

• Violation of non-disparagement obligations
• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Subhikshaa Suresh**



Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Date 20 Feb 2024

Service First
LASER EXPERTS INDIA LLP
Telephone : +91 4344 260125
Web : www.laserxprts.com
GSTIN: 33AAGFL9943F1Z6

To

Saranathan College of Engineering,

Trichy-12

REG: -INTERNSHIP CUM OFFER LETTER

LEI is happy to inform the below candidates are selected for Internship in our facility from Campus Interview held on Feb12, 2024 at your college.

Mentioned candidates are recruited for Internship with benefits of Stipend Rs.8,000 and additional Food Allowances of Rs.2000 to Rs.3000 will be provided accordingly. Accommodation will be provided by LEI if not we shall provide Rs.2000 as allowances.

Internship Training begins from March4, 2024 to May6, 2024. Designation of candidates are

GET- "Gradated Engineer – Trainee"

AFTER SUCCESSFUL COMPLETION OF INTERNSHIP THEY WILL BE PROVIDED WITH A SALARY OF 3.5LPA

Candidates are: -

1. Mohammed Masoor - Mechanical - 236032
2. Shanmugha pandian - Mechanical - 236053
3. Sudharssan T - ECE - 232091
4. Barani Daran R - ICE - 235002
5. Prithiv raj A - ICE - 235012
6. Riyaz ahamed mustaffa - Mechanical - 2360447. Viswash S - ECE - 232106
8. Vishva maharaja P - ECE- 232104
9. Aravindh D - ECE - 232007
10. Santhosh R - ICE -235015
11. Saravanakumar K.P - ICE - 235016

Hoping to see all Engineers to join us on March4,2024.

For, LASER EXPERTS INDIA LLP

SURYA

MANAGER

LASER EXPERTS INDIA LLP ★ HOSUR 635126

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear Swetha.V

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

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24 July 2024

Mr. Tamilselvan P A,
7/55 D2A Kamarajar Nagar 4th Cross, Ariyalur 621-704.

Sub: Employment confirmation letter

Dear **Tamilselvan**,

Congratulations on your successful completion of the internship with us from 8th April 2024 to 24th July 2024. We are satisfied with your performance, and we are pleased to confirm your continued service in our organization as an **Associate** with effect from **25-July 2024.**

We at TOCUMULUS believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies, subsidiaries, and lines of business including Infrastructure and Business Services. Your deployment will be in line with the business needs and available roles, and we look forward to you being flexible towards your staffing within TOCUMULUS Technologies. Your growth in this organization will be influenced by your performance and proficiency in the skills needed to support our business.

You are eligible for the sum of **INR 1,44,000** as CTC. You will be on probation for **6 months**.

General

Your compensation & benefits structure is appended in this employment confirmation letter. You will be required to sign the Employment Terms and Conditions outlined in **Annexure 1** through DocuSign with us in this regard. For your job description and roles and responsibilities please check **Annexure 2.**

We look forward to your valuable contributions and wish you all the best for a rewarding career with the organization.

Yours truly,

For ToCumulus Technology Solutions LLP.

DocuSigned by:
Varshini
1C14FE16EF92439...
7/24/2024

Varshini Vijaykumar

HR

Initial

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Annexure 1

Following are the terms and conditions that refer to our offer of employment to you for the position of **Associate.** This is to be read and signed in conjunction with the employment confirmation letter.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Date of Joining:

Your date of joining would be **25 July 2024.**

2. Work Location & Transfer:

Your place of work will be Chennai. You may be required to work in other offices and client locations from time to time. The company may also depute you to work on the premises of any of the Group Companies or transfer your services to any Group Company's customers, suppliers, clients, or associates whether in India or abroad. The Company reserves the right to transfer your services to any other location anywhere in the world. You shall however be entitled to continuity of service.

3. Probation:

General

You will be on probation for six months. The organization may reduce or extend this period at its discretion depending upon your performance and/or conduct. On completion of the probation, any confirmation of your services will be given in writing.

4. Salary Details:

The details of your remuneration are as follows:

Earnings	Amount Yearly (INR)	Amount Monthly (INR)
Basic Salary	67,000	5,583.33
House Rent Allowance	33,500	2,791.67
Fixed Allowance	33,500	2,791.67
Medical Allowance	10,000	
Gross CTC	**1,44,000**	**11,166.67**

NOTE:

(i) All salary components are governed by the company policies and statutory guidelines.
(ii) This salary detail is strictly confidential and must not be discussed with anyone other than your Reporting Manager and/or your HR Manager.

DS

Initial

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5. Confidentiality:

You are required to maintain total confidentiality as regards the contents of this letter and you should not disclose the same to anybody. As a condition of employment at the Company, you will be expected to sign the Confidentiality and Intellectual Property Agreement which forms part of your contract of employment with the Company. The Company has appointed you based on your background, experience, general skills, and abilities and not because of your knowledge of your current employer's or any previous employer's trade secrets or other company-specific information. In this regard, you should also be extremely careful not to bring to the Company any documents or other materials in tangible form belonging to or acquired from any current or prior employer.

6. Previous Employment:

If you are employed, you are expected to join the Company only after your present employer formally relieves you. You are required to submit the relieving letter from your present employer to the Company. The Company will not be liable for any consequences arising out of any of your previous employment. You hereby agree that you are not subject to any terms or conditions (whether contractual or otherwise) which restrict or may restrict your ability to carry out your duties for the Company or any Group Company

7. Working Days, Holidays and Leave:

Your working hours will be 45 per week Monday through Friday, although you may be required to work at such other times as may be necessary for the proper performance of your duties. Your daily working hours, holidays, and leave shall be as per the Company policy as amended from time to time.

8. Notice of termination:

(i) You will be required to give at least 60 days written notice of termination to the Company. The Company reserves the right to relieve you only at the end of the 60-day notice period. If you are relieved of your duties before the expiration of your notice period the Company will be entitled to recover from you as 'salary in lieu of notice', an amount equivalent to the shortfall in the notice period, and/or to deduct such amount from any amounts which may be payable to you by the Company.

(ii) The Company, at its sole discretion, shall be entitled to terminate your employment by giving you either one month's notice in writing or one month's salary in lieu thereof.

(iii) During any period of notice you may be required by the Company, in its absolute discretion not to contact its employees, customers, or suppliers, not to attend at your place of work at any time and not to perform any duties for the Company or to perform only such duties, specific projects or tasks as are assigned to you expressly by the Company, for such period and at such place or places (including, without limitation, your home) as the Company deems appropriate, provided that you will be entitled to receive full pay and benefits (excluding any bonus or commission payments) during such period. For the avoidance of doubt, you will remain the

DS

Initial

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Company's employee during any such period and may not carry out any work for any third party.

(iv) The Company reserves the right to terminate your contract without notice or pay in lieu of notice, if, after a reasonable investigation, it has reasonable grounds to believe you are guilty of serious misconduct.

9. Restrictive covenant:

During the term of your employment and for 6 months thereafter, you will not directly or indirectly solicit, deal with, or contact the current or potential customers of the Company or any Group Company.

10. Applicable Law:

Your employment shall be governed by and construed under the laws of India and the courts of Chennai shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

11. Severability:

The various provisions and sub-provisions of this Agreement and its Annexes are severable and if any provision or identifiable part thereof is held to be unenforceable by any court of competent jurisdiction then such unenforceability shall not affect the enforceability of the remaining provisions or identifiable parts thereof in this Agreement or its Annexes.

General

Acceptance by the recipient

I have read and understood all the elucidated terms and conditions of the letter completely. All the above clauses, terms, and conditions are agreed upon and accepted with the expressed intent to be legally bound.

Name: Tamilselvan

Contact Number: 89,031,253.56

Email: tamilselvan.p@tocumulus.com

Signature: Signed by: Tamilselvan ED26EC534B844C2...

DS

Docusign Envelope ID: 51A1843E-E55E-4F95-B384-FEAC52C305F4

Annexure 2

Job Description – Associate:

Associates are responsible for performing and coordinating day-to-day technical tasks and they must also handle and address inquiries or concerns from clients, resolving them promptly and professionally.

Roles & Responsibilities:

- Monitoring and Incident Management.
- Incident Resolution.
- Change Management.
- Performance Monitoring and Optimization.
- IT Security.
- Documentation.
- Collaboration with Other IT team members.
- Adherence to ITIL Best Practices.
- Reporting and Analysis.
- Continuous Learning.
- Communication.
- Backup and Recovery.
- Automation.

General

Authority:

A technical associate mostly works under the directives of a manager or a more experienced staff like a technical lead; they usually coordinate with team members and produce progress reports.

Acceptance by the recipient

I have read and understood all the elucidated terms and conditions of the letter completely. All the above clauses, terms and conditions are agreed upon and accepted with the expressed intent to be legally bound.

Name: Tamilselvan

Date: 7/24/2024

Signature: Signed by: Tamilselvan ED26EC534B844C2...

DS

RINEX TECHNOLOGIES PRIVATE LIMITED

Enzyme Tech Park - HSR layout
1st floor 1113, 6th Main Rd, Syndicate Bank Colony, Sector 7, HSR Layout, Bengaluru, Karnataka 560102
(GSTIN: 29AAKCR7390F1ZU)
(CIN: U74999KA2021PTC143276)
(M)9663454129. Email: placements@rinex.ai

March 25, 2024

INTERNSHIP CONFIRMATION LETTER

Subject: Regarding the Internship Confirmation Letter at Rinex

Dear TEENA MASCELIN J

Welcome to Rinex Technologies Private Limited. The purpose of this letter is to confirm your appointment to the position of Inside Sales Strategist Intern in Rinex. The effective date of your hire by April 1, 2024

The performance pay for the internship period is up to Rs. 15,000/- plus upto 10,000/- Variable pay per month considering the working days as Inside Sales Strategist Interns.

Here are the terms of the Internship while working with Rinex:

- The duration of the internship will be for 4 months from the date of joining. You will have to complete 2 months of mandatory internship period to be eligible for the Internship Certificate.
- The full time offer will be determined based on the intern's performance throughout the internship,their package as Full Time employee will be 5.2 LPA where 4.2 LPA as a Standard Earnings and 1LPA as a Variable Earnings.
- Interns will not be entitled to any other benefits from the company during this tenure.
- After joining, the first 7 days of training are unpaid.
- Intern performance will be evaluated on a regular basis.
- During the internship, you are required to abide by the Rinex Code of Conduct and Rinex Internship Policy prescribed by the Company to all Interns.

Yours Sincerely,



Nirmala D
Talent Acquisition Team
On Behalf of Rinex

Signature

CONNEQT
BUSINESS SOLUTIONS

QUESS
WINNING TOGETHER

29-Jun-2024

TEENA MASCELIN J

Bangalore - 560068,
India.

Dear **TEENA MASCELIN,**

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 **Quess Corp Limited (Division - Conneqt Business Solutions)** Offices / Centre for a period of **12** Months from Date of Joining. You shall report to the training on or before **01-Jul-2024** 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 **Bengaluru.** 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 within 3 months by giving 15 days' notice in writing to the company and similarly, the company may discontinue your training by giving 15 days' notice. After 3 months, if you discontinue the training, you are required to give 30 days' notice in writing to the company and similarly, the company may discontinue your training by giving 30 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 (₹) Per Month
A. BASIC STIPEND	**16,316**
B. PERFORMANCE BONUS : Paid based on performance on an Annual / Quarterly Basis	
PERFORMANCE PAY (5 % of the Basic Stipend)	**816**
C. Insurance (You will be covered under insurance as per the company policy and can change as per the management discretion)	**180**
D. GROSS STIPEND (A+B)	**17,132**
E. Employee Insurance Contribution	**150**
E. GROSS STIPEND	**16,982**

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. 16,316** 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 Quess Corp Limited.



Anuja Niyogi
Associate Vice President | Human Resource
Conneqt Business Solutions

I hereby read and fully understood the terms of my training letter. I hereby accept the terms of my training.

Signature:

Name: **TEENA MASCELIN J**
Date: **29-Jun-2024**

Date: 19/03/2024

TRAINING OPPORTUNITY

To : JAHEN.A, LOGANATHAN.A, KAMALAKANNAN.A, VARNEESHWARAN.K, VISWA.V
ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To

THARUN KUMAR B , RAJAN.M , ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

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4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Date: 19/03/2024

TRAINING OPPORTUNITY

To : ARVIND.M, NANDHA.S, NAVEEN.T, NICKSON BABU, VIGNESH.R.
ECE

SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

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2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

Offer: Computer Consultancy
Ref: TCSL/DT20234148426/Chennai
Date: 14/07/2024

Mr. Vishvamaharaja P
161Bazzar Street,
Thammampatti,
Salem-636113,
Tamilnadu.
Tel# -

Dear Vishvamaharaja P,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service [illegible] Email: careers@tcs.com

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
   Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

   i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

   ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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TCS Careers Service [illegible] Email: careers@tcs.com



- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 *There is no criminal offence registered/pending against you
 *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

 *PAN Card (Permanent Account Number)
 *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
 *Passport
 *NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Vishvamaharaja P**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Date: 19/03/2024

TRAINING OPPORTUNITY

To : JAHEN.A, LOGANATHAN.A, KAMALAKANNAN.A, VARNEESHWARAN.K, VISWA.V
ECE

SARANATHAN COLLEGE OF ENGINEERING.

TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:

09-Sep-2024

Dear Viswash Sureshkumar,
B.E., Electronics and Communication Engineering
Saranathan College of Engineering, Tiruchirappalli

Candidate ID – 28872561

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**.You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Analyst Trainee.**

During your probation period of 12 months which includes your training program as applicable post joining as a full-time employee, you will be entitled to an Annual Total Remuneration (ATR) of **INR 401,988/-**. This includes an annual target incentive of **INR 22,500/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits Annexure**. Your compensation is highly confidential and if the need arises, you may discuss it only with your manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR 450,500/-**. This includes an annual target incentive of INR **22,500/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement Annexure**. You will also be governed by the other rules, regulations, and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter.

Please note:

1. This appointment is subject to satisfactory background verification including professional reference checks and you securing a minimum of **60%** aggregate (all subjects taken into consideration) in 10th, 12th Diploma and Graduation/Post-Graduation and with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for only **1 day** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case you do not accept or decline within this time-period in the system, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant.

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

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Certified Skill Development (CSD) training program (if offered to you).

4. Training - Post Joining Cognizant:

Post joining at Cognizant as full-time employee, one of the below options would be followed based on business demands.

a) Based on your successful completion of internship or CSD training program (if offered to you), you could be onboarded directly to business without any additional training.
b) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and continue the training plan. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
c) Based on your successful completion or partial completion of internship or CSD training program (if offered to you), you could be onboarded and could be deployed into another formal training based on business demand to a specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
d) You could be onboarded directly without undergoing any internship or CSD training program and would be deployed into a formal training to a business specific skill track and it can be used as basis towards your allocation to projects/roles. In the event of unsatisfactory performance during this training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.
e) You could be onboarded directly to business without undergoing any internship or CSD training program and would be given on-the-job training, specific to their project or business needs. In the event of unsatisfactory performance during the on-the-job training, Cognizant reserves rights at its sole discretion to revoke this FTE Offer.

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

Yours sincerely,
For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

Annexure A

Compensation and Benefits

Name:	Viswash Sureshkumar	**Designation:**	Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	10500	126,000
2	HRA	6300	75,600
3	Conveyance Allowance	800	9,600
4	Company's contribution of PF #	1800	21,600
5	Advance Statutory Bonus***	2000	24,000
6	Special Allowance*	8599	103,188
	Annual Gross Compensation		**359,988**
	Incentive Indication (per annum)**		22,500
	Annual Total Compensation		**382,488**
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		**401,988**

Note: The Insurance amount may vary subject to market conditions from time to time.

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

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

Leave & Vacation:

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

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

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

leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

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

Employees State Insurance:

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

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to
1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

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

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

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

Annexure B

Employment Agreement – Cognizant Technology Solutions India Private Limited

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

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thoraipakkam, Old Mahabalipuram Road, Chennai 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;
AND
Viswash Sureshkumar, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".
RECITAL:
WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.
d. You shall be flexible enough to take up the assigned role based on business requirement

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or

violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,
a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole discretion and notified to you in advance.
c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per

any Company policy and which will be notified to you in advance.
d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

i. IP Assignment Agreement
ii. The Code of Business Ethics
iii. Acceptable Use Policy and Social Media Policy
iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the

Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.
b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or directions of the Company

• Violation of non-disparagement obligations
• Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.
This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.
You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.
IN WITNESS WHEREOF, the Parties hereto have duly executed this Agreement as of the day and year first above written.

Cognizant Technology Solutions India Private Limited **Viswash Sureshkumar**



Maya Sreekumar
Vice President – Human Resources

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

Signature: **Date:**

EEE

CIEL
HR inspired by science

04-02-2024
CIELHR/ZF/NAPS

Dear **Antoni Felix A,**

Provisional Offer for NAPS

We are pleased to offer you apprenticeship in our organization and your services are being deputed to **ZF Commercial Vehicle Control Systems** on the following terms and conditions:

Your apprenticeship will be valid from the date of joining till the period of **1 YEAR** unless and until it is specifically extended in writing. You are advised to report on 05-02-2024

During the above-mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business at any of their locations within India.

Your monthly Net stipend will be **Rs. 17075 + 1500 (Attendance bonus)**

Your apprenticeship is subjected to producing the following documents:

a. Proof of your educational certificates, Aadhar proof, Age Proof and Passport size photographs.
b. You have to fill joining Form, Applicant Profile form and arrange to submit it on or before joining.

Please note that this is only a provisional offer of apprenticeship term and is not to be constructed as an apprenticeship letter. A Contract letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed Contract letter would be sent to you once you fulfil our apprenticeship conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra
CEO

(Acceptance Signature and Date)

DYNEPRO PRIVATE LIMITED

No. 4, Dindigul Road, Tiruchirapalli-620 001, Tamilnadu, India.
Corporate Identity No. U26943TN1988PTC016497,
TEL:91-431-2482600 ★ E-mail:corporate@dynepro.in ★ Website:www.dynepro.in

DPL/HR/00825/2024 Jun 12, 2024

To

Mr. Nanthakumar K
No. 78, Indiranagar, Aranmanaikurichi,
Ariyalur – 621 851.

St.no. 825
Grade. AET

APPOINTMENT ORDER

Dear Mr. Nanthakumar K,

We are pleased to offer you this appointment as **Associate Engineer Trainee** in **Engineering** Department with the following terms.

Pay particulars	Amount
Basic	6200
Dearness Allow.	3100
House Rent Allow.	1550
Medical Allow.	775
Bonus	775
Other Allow.	2612
Gross	**15012**
Other components:	
Prov.Fund	0
E.S.I.	488
CTC	**15500**

Your training period is Two years and liable for extension.

Your posting will be at H.O. and liable for transfer to any Location of the company.

You are expected to abide by the rules and regulations of the company.

Notice period of **three months** to be given if intended to resign and should physically work in that period.

If acceptable to the above conditions, return the copy of the order after affixing your signature.

For Dynepro Private Limited

(S.Xavier Sahayam)
Authorized Signatory.

04-02-2024
CIELHR/ZF/NAPS

Dear **SANTHOSHKUMAR. B**

Provisional Offer for NAPS

We are pleased to offer you apprenticeship in our organization and your services are being deputed to **ZF Commercial Vehicle Control Systems** on the following terms and conditions:

Your apprenticeship will be valid from the date of joining till the period of **1 YEAR** unless and until it is specifically extended in writing. You are advised to report on 05-02-2024

During the above-mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business at any of their locations within India.

Your monthly Net stipend will be **Rs. 17075 + 1500 (Attendance bonus)**

Your apprenticeship is subjected to producing the following documents:

a. Proof of your educational certificates, Aadhar proof, Age Proof and Passport size photographs.
b. You have to fill joining Form, Applicant Profile form and arrange to submit it on or before joining.

Please note that this is only a provisional offer of apprenticeship term and is not to be constructed as an apprenticeship letter. A Contract letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed Contract letter would be sent to you once you fulfil our apprenticeship conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra
CEO

04-02-2024
CIELHR/ZF/NAPS

Dear SANJAY. M

Provisional Offer for NAPS

We are pleased to offer you apprenticeship in our organization and your services are being deputed to **ZF Commercial Vehicle Control Systems** on the following terms and conditions:

Your apprenticeship will be valid from the date of joining till the period of **1 YEAR** unless and until it is specifically extended in writing. You are advised to report on 05-02-2024

During the above-mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business at any of their locations within India.

Your monthly Net stipend will be **Rs. 17075 + 1500 (Attendance bonus)**

Your apprenticeship is subjected to producing the following documents:

a. Proof of your educational certificates, Aadhar proof, Age Proof and Passport size photographs.
b. You have to fill joining Form, Applicant Profile form and arrange to submit it on or before joining.

Please note that this is only a provisional offer of apprenticeship term and is not to be constructed as an apprenticeship letter. A Contract letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed Contract letter would be sent to you once you fulfil our apprenticeship conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra
CEO

INTERNSHIP OFFER LETTER

24th September 2024

Matheswaran P
14/1, 7th Main Road, 5th Cross,
Srinivasan Nagar,
Vayalur Road,
Trichy - 17

Dear Mathewaran,

We are pleased to offer you the position of **Junior Engineer** under the Internship Program of Metzuyan Technologies Private Limited. We look forward to having you join our team and contribute to our organization's growth.

Please find below the terms and conditions of your employment.

JOINING DATE: 01st October 2024

END DATE: 31st January 2025 (Tentative)

SALARY/ STIPEND: Rs 25,000/- per month plus Allowance as given below

ALLOWANCE: **Rs 500 per actual working Day paid along with salary**

WORK LOCATION: Will be posted to the project location depending on the need. The present project location is at our client's office, Nordex Engineering and Technology Private Limited, located on the 1st floor of Tower B at Rattha Tek Meadow, Rajiv Gandhi Salai, Sholinganallur, Chennai - 600119

WORKING HOURS: You will be working on a three-shift basis rotated as per the demand of the project. The tentative shift timings are as below:

- First Shift: 7:00 AM - 3:00 PM
- Second Shift: 3:00 PM - 11:00 PM
- Third Shift: 11:00 PM - 7:00 AM

The shift timings will be aligned with the project requirement. The timings are subject to change depending on the situation and demand.

OTHER TERMS AND CONDITIONS:
TERMINATION & NOTICE PERIOD

This agreement may be terminated by either party by giving 30 Days' notice in writing.

The company may immediately and without notice, terminate your services, in case of any substantial or continued unwillingness or inability to perform duties assigned to you or unsatisfactory job performance.

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

1. Any material items belonging to the Company in your possession including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information).

2. Any physical company documents that you may have in your possession.

3. Any other company assets within your control.

4. You are not entitled to any financial claim whatsoever.

COMPANY PROPERTY

You will always maintain the assets provided to you in good condition entrusted to you by the Company for official use. You shall return all such assets in good condition to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

APPLICABLE LAW

This Agreement shall be governed by and construed in accordance with the laws of the Republic of India without regard to conflict of law principles.

CONSTRUCTION

The headings and captions of this Agreement are provided for convenience only and are intended to have no effect in construing or interpreting this Agreement. The language in all parts of this Agreement shall be in all cases construed according to its fair meaning and not strictly for or against the Employer or MANAGER – ADMINISTRATION.

RIGHTS CUMULATIVE

The rights and remedies provided by this Agreement are cumulative, and the exercise of any right or remedy by either party hereto (or by its successor), whether pursuant to this Agreement, to any other agreement, or to law, shall not preclude or waive its right to exercise any or all other rights and remedies.

REPRESENTATION AND WARRANTY OF THE EMPLOYEE

THE EMPLOYEE acknowledges and understands that the Company has extended Internship opportunities to him/her based upon THE EMPLOYEE's representation and warranty that he/she is in good health and able to perform the work contemplated by this Agreement for the term hereof.

INVALID PROVISION; SEVERABILITY

The invalidity or unenforceability of a particular provision of this Agreement shall not affect the other provisions hereof and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

ENTIRE AGREEMENT

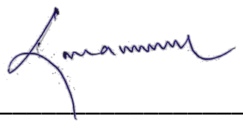
This Agreement contains the entire agreement and supersedes all prior agreements and understandings, oral or written, with respect to the subject matter hereof. This Agreement may be changed only by an agreement in writing signed by the party against whom any waiver, change, amendment, modification, or discharge is sought.

DISPUTE RESOLUTION

Any dispute arising under this agreement, or any matter incidental thereto shall be submitted for arbitration as per the provisions of the Arbitration and Conciliation Act, 1996. However, the parties shall have the freedom to approach a tribunal/Court of Law in case of necessity.

IN WITNESS WHEREOF the parties hereto affixed their signatures at the place, on the day, month and year mentioned herein above.

IN WITNESS WHEREOF the parties hereto affixed their signatures at the place, on the day, month and year mentioned herein above.



_____ SIGNATURE OF EMPLOYER

_____ SIGNATURE OF INTERN

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

HEALTHEDGE
BECOME A DIGITAL PAYER

Date: 13-Sep-2024

To,

Ms. Priyadharshini Sundaramoorthy

5/11, Ananthapuram, Palakarai,
Tiruchirappalli, Tamil Nadu-620008

Cell: + 91-9677339077

Subject: Appointment Letter

Dear Priyadharshini,

Welcome to HealthEdge Technologies India Private Limited.

It gives us great pleasure to appoint you as **"Software Engineer in Test"** with HealthEdge Technologies India Private Limited ("**Company**") with effect from 12-Sep-2024 or as may be notified by Company **("Joining Date").**

The terms and conditions of your employment are as follows:

1. Remuneration

a) Your consolidated Annual Cost to Company will be as detailed in **Annexure A.** Your monthly compensation shall be payable in arrears (after deduction of applicable statutory withholdings) to a nominated bank account, in accordance with the Company's payroll practices.

b) The Company reserves its right to unilaterally adjust your salary components within your existing Annual Cost to Company, to ensure compliance with any applicable law.

c) Your compensation may be unilaterally amended from time to time by the Company at its sole discretion. You understand and acknowledge that that any future increments, promotions or any other incentives shall be based on your performance during employment and solely at the discretion of the Company.

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d) **Variable Pay:** You may also be eligible to receive a non-contractual and discretionary Variable Pay as further detailed in **Annexure A** and in the Company's policies in this regard, from time to time. Payment of Variable Pay will be subject to Company's sole discretion and vary depending upon factors such as individual performance, Company performance and your meeting of specified targets. Nothing stated herein shall imply that you are guaranteed a Variable Pay or a salary increase in any year and the Company shall have no obligation to increase your salary following a review (or otherwise).

e) **Benefits:** On and from the Joining Date, you may be eligible to participate in benefit programmes that the Company establishes and makes available to its employees, subject always to relevant eligibility criteria, such as position, tenure, salary, age, health and other qualifications. Details of current benefit programmes are set out in **Annexure A** herein (however the Company reserves the right to amend or withdraw the benefit programmes at any time, subject to applicable laws).

f) You provide your consent and authorize the Company that at any time during your employment, and in any event on termination howsoever arising, the Company may deduct from your remuneration, any monies due from you to the Company including but not limited to any outstanding loans (including training costs), advances, cost of repairing any damage or loss to Company property that may be caused by you, and any other monies owed by you to the Company, to the extent permitted by law.

g) Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

h) The Company reserves the right to amend, alter or cease to provide (without compensation) any benefit (including any incentive-based pay) at any time. You may request the Company for more information in relation to the currently applicable benefits.

i) All your emoluments will be subject to such statutory and legal deductions as may be applicable from time to time, such as your contribution to provident fund, income tax deductible at source, profession tax, etc.

2. Place of Work

a) Your ordinary place of work shall be at the Company's offices in **Bangalore**. However, you may be transferred to any other department/ office of the establishment of Company or its

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

affiliates, at the discretion of the Company whether located in India or abroad. Company may at its sole discretion and based on your request, permit you to temporarily work from home, subject to Company's approval from time to time.

b) Company's standard business days will be Monday to Friday as per the working hours stated in the Company policy. Further, depending on project/other work contingencies and business requirements, you may be required to work outside of these stipulated hours, on weekends and in night shifts (after 8 PM and until 7 AM) at no additional cost to Company. By signing below, you provide your consent to work such hours as may be required by Company and understand that you shall not work overtime except with Company approval. The management has the right to change the working hours in accordance with applicable law.

c) You shall perform all such duties and responsibilities as are consistent with your designation in a competent and professional manner. It is clarified that your designation/title is merely descriptive and you shall also discharge such other duties and responsibilities as are delegated, assigned and communicated to you from time to time, on behalf of the Company or any associated company. You may also be expected to travel to other locations, and at times outside of your official working hours.

d) Expenses for any pre-approved work related / official national and international trips will be reimbursed by the Company in accordance with its policies from time to time. Reimbursements will be subject to your presenting satisfactory receipts, documentation, expense statements, vouchers and such other supporting information as the Company may request or as may be consistent with the standard policies of the Company.

3. Probation

a) You will be on probation for a period of six (6) months from the date of joining. Your probation period may be extended at the discretion of the Company. Should the Company have any reservations about your continued employment, the Company reserves the right to terminate your employment with or without any notice during your probation period. Your probation period will be deemed extended until notified otherwise.

b) During your probation, the terms and conditions of this appointment letter, along with all applicable Company policies (as amended from time to time) will be binding on you and you are expected to comply with the same.

c) During your probation period, you may resign by giving the Company a written notice of 30

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

(thirty) days, or upon payment of basic salary in lieu thereof.

4. Leaves, Holidays and Other Benefits

a) You will be entitled to paid leaves and holidays as per Company policy, as applicable from time to time.

b) Eligible female employees shall be entitled to maternity benefits as per Maternity Benefit Act, 1961 and as described in the Company policies, subject to the terms provided therein.

c) To the extent eligible under law, you may be entitled to receiving certain payment under the Employees' Compensation Act, 1923 (if applicable) in case any personal injury is caused to you by way of an accident arising out of and in the course of employment with the Company, unless the payment obligation is covered by the insurance policies taken by the Company on your behalf.

5. Condition for Valid Appointment

Your employment with the Company is contingent upon the satisfaction of the following conditions:

a) You are commencing your employment on the Joining Date.

b) The execution of this Appointment Letter and the performance of your duties and obligations hereunder not resulting in any breach or constituting a default under/not being in conflict with or prohibited by any agreement to which you are a party or by which you may be bound.

c) Any and all information provided by you in relation to your qualifications, experience, know-how and expertise, any previous employment, work, background and references being complete, accurate and not misleading in any respect. If at any time it is revealed that you have provided false information or have withheld pertinent information, the Company reserves the right to terminate this employment at any time without notice.

d) Your having obtained a relieving letter/acceptance of resignation from your previous employer, which states that you have been unconditionally relieved from your previous employment and have no dues pending. In case you are unable to present the relieving letter at the time of joining, the Company may at its discretion continue with your candidature, however, the Company will not be liable for any consequences arising out of your previous

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

employment. In such an instance, you shall indemnify and hold the Company harmless against any and all costs, losses and expenses that the Company may suffer in this regard.

e) Your being medically fit to carry out your duties. The Company reserves its right to require you (at any point during the tenure of your employment) to conduct medical tests and examinations by visiting medical consultants identified by the Company. You may, subject to any applicable law, also be required to bear all costs in this regard.

f) There being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or upon the Company.

The Company reserves the right to end your employment and/or rescind this Appointment Letter, or if you have already started work, to terminate your employment immediately and without liability, in case you do not satisfy any of the conditions mentioned in this Clause 5. You agree that in such a situation, the Company shall not be liable to pay any damages, costs or any additional payments to you in addition to any legally necessary payments.

6. Duties and other covenants

a) You shall devote the whole of your working time, attention and skill to the duties of your office and shall faithfully, efficiently, competently and diligently perform such duties and exercise such powers as may communicated from time to time.

b) During the tenure of your employment with the Company, you shall not undertake any other employment, consulting, business or other assignment whether honorary or remunerative, whether home or office based, or accept any reward, directly or indirectly, without prior written permission from the Company.

c) The Company has a right to assign, second or depute you to any affiliates, departments, subsidiaries or associate companies of the Company or to any group companies in which the Company may have an interest whether existing or which may be set up or established or acquired in future in any other location in India or to any third parties. The Company does not guarantee the continuation of any benefits or perquisite at the new location. In all such cases of transfer, you will be governed by the relocation policies and policies of the Company existing at that time.

d) At any time during the term of your employment with the Company, you shall not behave in

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

a manner that could be construed as being in violation of the Company policies, rules and other regulations and/or of applicable law, as may be in force from time to time. In addition to the above, you shall during the term:

i. be required, in pursuance of your duties and responsibilities hereunder, to travel and stay on a temporary basis, both within and outside India;

ii. refrain from being absent at work without a reasonable cause.

iii. not directly or indirectly request, agree to receive, or accept kickbacks, payoffs or other payments or anything of value in monetary terms.

iv. not disparage the Company, its associated companies or any of their respective officers and associates, or act in any manner whatsoever which may damage the business, or which would adversely affect the goodwill, reputation, and business relationships of the Company with the public generally, or with any of its customers or prospective customers;

v. act in the interests of the Company at all times and avoid any actual or potential conflict of interest situations.

vi. You shall use all tools and materials provided by the Company for professional purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission or storage of illegal or potentially offensive information is not allowed, as is usage of the internet and email extensively for personal purposes. In case of any breach, the Company will have a right to take disciplinary action which may lead to and include termination of employment. Without prejudice to the foregoing, you shall comply with the information technology policies and procedures of the Company and its clients, as notified from time to time.

vii. In case you are posted / deputed to any client's or customer's office, you shall at all times adhere to such client/customer's regulations and internal policies.

e) During the period of your employment, you shall (in addition to the terms of this Appointment Letter) be governed by all relevant laws, applicable Company rules, regulations, policies, procedures and notices ("**Policies**") that are in force currently and that may come into force from time to time. Any subsequent variations to the Policies shall be communicated to you by the Company and shall be applicable and binding on you from the date specified. Any

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

violation of these Policies could lead to disciplinary action up to and including termination of employment.

f) Your employment will also be governed by statutory laws enacted by the government or local authorities as may be applicable from time to time. You shall comply with all applicable laws, regulations, and governmental orders of India, now or hereafter in effect, relating to your employment by the Company, including but not limited to the provisions of the Prevention of Corruption Act, 1988 of India, the Foreign Corrupt Practices Act, 1977 of the United States of America and the Bribery Act 2010 of the United Kingdom. Without limiting the generality of the foregoing, you represent and covenant that you have not, and shall not, at any time, during your employment with the Company, pay, give, or offer or promise to pay or give, any money or any other thing of value, directly or indirectly, to, or for the benefit of: (i) any public servant, government official, political party or candidate for political office; or (ii) any other person, firm, corporation or other entity, with knowledge that some, or all of that money, or other thing of value will be paid, given, offered or promised to a public servant, government official, political party or candidate for political office, for the purpose of obtaining or retaining any business, or to obtain any other unfair advantage, in connection with the Company's business.

g) From time to time, the Company may require you to undergo specialised training, whether onsite or offsite, in order to enhance your skills and capabilities. Such training is also likely to enhance your career prospects. As a result, and as a condition of our offer, the Company may require you to sign a training bond and provide a commitment to work and remain in the Company's employment for a minimum term as provided in the training bond, failing which, you shall be liable to reimburse the training expenses and pay liquidated damages to the Company.

7. Intellectual Property

a) All inventions, ideas, designs, source code, object code, libraries, circuits, schematics, formulas, algorithms, trade secrets, works of authorship, developments, processes, techniques, improvements and related know-how and other intellectual property made, conceived, reduced to practice, developed or discovered by you / caused to be conceived, reduced to practice or developed or discovered by you / which result from work performed by you in the course of your employment with the Company and/or from access to Confidential Information (*defined below*) (irrespective of whether created by you alone or with others, created in the course of office hours or otherwise and whether or not patentable or copyrightable and all translation rights related thereto) (collectively "**Inventions and**

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Works") shall be the property of the Company and, to the greatest extent permitted by law, shall be "works made for hire." You hereby irrevocably assign and agree to assign to the Company or its designee, without further consideration, your entire right, title, and interest in and to all Inventions and Works, including all rights to obtain, register, and enforce patents, copyrights and other intellectual property protection for the Inventions and Works. You will disclose promptly and in writing to the individual designated by the Company or to your immediate supervisor, all Inventions and Works which you have made, authored, created, developed or reduced to practice in the course of your employment with the Company. During your employment and thereafter, you will assist the Company (at its expense) to obtain and enforce patents, copyrights and other forms of intellectual property protection with respect to the Inventions and Works.

b) You acknowledge and agree that the assignment contemplated above is irrevocable, worldwide and perpetual, and that you will have no rights of reversion in relation to the Inventions and Works even if the Company does not exploit them for any reason whatsoever.

c) You hereby permanently waive all rights of authorship, including any special, moral or similar rights, if any, that vest or may vest in you with respect to the Inventions and Works. You further acknowledge and agree that by virtue of the complete and permanent waiver contained herein, your legal heirs also do not retain any authorship, moral, special or similar rights in and to any of the Inventions and Works. You hereby agree, at the request and expense of the Company, to provide any assistance as may be necessary (whether during or after the tenure of your employment) to confirm your waiver of any authorship, special, moral or similar rights associated with the Inventions and Works that may vest in you.

d) In the event the Company is unable for any reason, to secure your signature on any document needed in connection with the actions specified in this Clause 7, you hereby irrevocably designate the Company and its authorized personnel as your agent and attorney in fact and at law, to act for and on your behalf to execute, verify and file any such documents and do all other lawfully permitted acts to further the purposes of this Clause with the same legal force and effect as if executed by you.

e) Without prejudice to the above, you hereby waive any right to and agree that you shall not raise any objection or claims to appropriate authorities with respect to the ownership of any Inventions and Works, under the provisions of Section 19A of India's Copyright Act, 1957. It is further agreed between the parties that notwithstanding the provisions of Section 19(4) of the Copyright Act, 1957, any assignment under this Appointment Letter shall not lapse nor

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

the rights transferred therein revert to you, if the Company does not exercise the rights under this Appointment Letter within a period of one (1) year from the date the assignment becomes effective.

f) You shall keep and maintain adequate and current written records of all Inventions and Works during the tenure of your employment with the Company. These records may be maintained in the form of notes, sketches, drawings, flow charts, electronic data or recordings, laboratory notebooks, and any other format. The records will be available to and remain the sole property of the Company at all times. You shall not remove or delete any such records from the Company's place of business except as expressly permitted by the Policies. You shall return all such records at the time of termination of your employment or at any point of time as may be requested by the Company.

8. Prior Inventions

a) If, prior to the commencement of your employment with the Company, you have, independently or jointly with any other person, whether during the course of your previous employment/s or otherwise, made any inventions or innovations, developments, trade secrets or authored any works or have any intellectual property rights (together "**Prior Inventions**") you shall identify the same, in a separate document and attach it to this Appointment Letter. If no list of Prior Inventions is attached, you hereby represent to the Company that there are no such Prior Inventions. You shall also indicate the ownership of any Prior Inventions and if you are the owner, also provide details of the terms of license or other right that you may have granted to third parties, if any.

b) You shall refrain from using any Prior Inventions in the course of your employment with the Company. However, if you do use such Prior Inventions in the course of you employment, the Company shall be deemed to have been granted all right, title and interest to the same or where this is not possible, the Company shall have a fully paid up, royalty-free, non-exclusive, irrevocable, perpetual, worldwide license (with the right to sub-license) to use, sell and otherwise distribute such Prior Inventions in such manner as the Company may be deem fit.

c) You shall also ensure that you do not disclose to the Company or use in the course of your employment with the Company, any invention, non-public proprietary information or material belonging or owned by any previous employer, client or any other party. You shall also not induce the Company to use any inventions, confidential, non-public proprietary information, or material belonging to any previous employer, client or any other party.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

d) You represent and warrant that you have not violated the intellectual property rights of any third party, and that you shall not violate the intellectual property rights of any third party in the course of your employment with Company. Provided that, in the event the Company is held liable for your violation of any intellectual property rights, you undertake to indemnify the Company or affiliate as the case may be, against any and all losses, liabilities, claims, actions, costs and expenses, including reasonable attorney's fees and court fees resulting therefrom.

9. Confidentiality

a) For the purposes of this Appointment Letter, the term **Confidential Information** shall mean without limitation, any or all information disclosed, either directly or indirectly, in written, representational, electronic, verbal or other form, relating directly or indirectly to the present or potential business, operations or financial condition of or relating to the Company, its associated companies or any of their respective clients and customers. Confidential Information shall specifically include any: (i) proprietary information, technical data, or know-how, inventions, innovations, information on research, product plans, products, services, suppliers, distributors, customer lists and customers, prices and costs, markets, software, developments, inventions, laboratory notebooks, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, information and plans, licenses, finances, budgets or other business information disclosed to you by the Company or created by you during the period of your employment with the Company, whether or not during working hours; (ii) all confidential and proprietary trade secrets, and/or all other information belonging or relating to the Company's or any associated company's business that is not publicly and widely known or not known by actual or potential competitors of the Company or any associated company; (iii) proprietary information relating to the development, utility, operation and functions of the Company or any associated company, business plans, services, ideas, strategies, data related to any or all employees, customers or prospective customers, unpublished financial statements, and other financial details, computer programming techniques, methodologies and related technical information, forecasts, price quotes, bids, controls, operating procedures, organization responsibilities, operating manuals, user manuals, documentation, source code and any and all information pertaining to the Company's business either now or in the future in any form whatsoever; (iv) any confidential or proprietary information received by the Company from third parties subject to a duty on the Company's part to maintain the confidentiality of such information and to use it only for certain limited purposes.

b) You hereby agree that as a consequence of your employment with the Company, you have

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

and will be given access to Confidential Information of the Company or an associated company. You agree that while being employed by the Company, and upon termination of your employment, you shall hold such Confidential Information in strictest confidence and shall not, directly or indirectly, use for your benefit or use for/disclose to any person or entity or make any copies of, any Confidential Information other than for the benefit of the Company and its associated companies and in the course of performing your duties under this Appointment Letter and/or as otherwise authorized by the Company.

c) The parties agree that Confidential Information shall not include information that: (i) is, or hereafter becomes, through no act or failure to act on your part, publicly known or available; (ii) is known to you at the time of receipt of such information. You shall immediately on receipt of such information disclose to the Company that such information was already in your possession; (iii) is hereafter furnished to you by a third party, as a matter of right and without restriction on disclosure, there being no obligations of confidentiality attached to the source of such information. You shall immediately on receipt of such information inform the Company of the same.

d) Without prejudice to the generality of this Clause 9:

   i. You shall not try to gain access to any Confidential Information, except as entrusted to you in furtherance of your duties. You shall not attempt to access any databases, including but not limited to customer databases and other Confidential Information, which the Company has expressly prohibited you from accessing. If for any reason, you gain access to such Confidential Information, you shall immediately inform the Company of the same and the reasons for gaining such access/intrusion. You shall, in any case, maintain utmost confidentiality of such Confidential Information.

   ii. You shall not reproduce the Confidential Information in any form except with the prior written consent of the Company. Further, you shall ensure that the Confidential information does not fall into the hands of third parties or is not put to any unauthorized use.

   iii. Your confidentiality obligations under this Appointment Letter shall not prevent you from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided you give the Company notice of such intended disclosure and an opportunity to oppose the same.

   iv. You confirm that all Confidential Information shall remain the sole and absolute property

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

of the Company or the associated company (where relevant), and you hereby transfer to the Company or its assignee any and all right, title, or interest, including without limitation any intellectual property rights, in and to any of the Confidential Information or part thereof that may be created in whole or part by you during the course of your employment with the Company. You agree that you shall not ever directly or indirectly copy, duplicate, disseminate, publish, transfer, disclose, or divulge any of the Confidential Information to any firm, individual, entity, institution or other third party, unless specifically authorized in writing by the Company.

v. At the time of leaving the services of the Company, you shall return all materials/documents of confidential nature and other Company property, which you may be in possession of or which are under your control. You shall indemnify and keep indemnified the Company against any and all claims, damages, losses, which the Company may suffer, on account of any unauthorized use by you of Company property and the Confidential Information, and also on account of any breach by you of any of the other terms and conditions contained herein, which survives your severance of employment from the Company.

vi. The provisions of this Clause shall apply, notwithstanding that you may have inadvertently, or without authorization, obtained access to or otherwise come into possession of the Confidential Information.

vii. You represent that your performance under this Appointment Letter as an employee of the Company has not breached and will not breach, any agreement to keep in confidence, proprietary information, knowledge or data acquired prior to the commencement of your employment relationship with the Company.

viii. In order to secure or preserve Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

ix. You agree that during the course of employment with the Company and at any time thereafter, you shall not use any Confidential Information of the Company: (i) to attempt to negatively influence any of the Company's clients or customers from purchasing the Company's products or services, (ii) to solicit or influence or attempt to influence any client, customer or other person either directly or indirectly, to direct its purchase of products and/or services to any other person, firm, corporation, institution or other

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

entity.

x. You shall not at any time during and after your employment with Company make any false, defamatory or disparaging statements about the Company, its employees, officers or directors.

10. Non-Solicitation and Non-Competition:

You hereby acknowledge that in the course of your employment with the Company, you will have access to and knowledge about Confidential Information of the Company and its associated companies, and would have dealings with customers, or prospective customers of the Company or any associated company. Accordingly, you hereby undertake to the Company that you will not, for the duration of your employment term, and for a period of 12 (Twelve) months thereafter, either directly or indirectly through an agent, company, partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise:

a) be concerned in any business that directly or indirectly competes with the business of the Company.

b) solicit, recruit, encourage or induce any employees, directors, consultants, contractors or subcontractors of the Company to leave the employment of the Company, either on your behalf or on behalf of any other person or entity.

c) hire directly or through another entity, any person who is an employee, director, consultant, contractor or subcontractor of the Company.

d) induce or attempt to induce any customer, supplier, licensee or other business relation of the Company to cease doing business with the Company or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and the Company:

e) solicit, or assist in soliciting, or accept, or facilitate the acceptance of, or deal with, in competition with the Company, the customer and/or business of any customer or prospective customer of the Company.

f) The parties hereto recognize that the foregoing covenants in Clause 10 and the time and

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

other limitations with respect thereto, are reasonable as to the period, territorial limitation and subject matter, and are properly required for the adequate protection of the value and goodwill of the Company, and agree that such limitations are reasonable with respect to the business activities of the Company.

11. Consent Regarding Personal Data:

a) For the purposes of this Clause, the term "**Personal Data**" includes any information relating to a natural person that, in combination with other information or otherwise, is capable of identifying such person. The term Personal Data specifically includes financial information such as bank account, credit card, debit card or other payment instrument details, information pertaining to physical, physiological and mental health condition, details relating to sexual orientation, medical records and history, biometric information, any information or details relating to previous employment (i.e. salary slip, relieving letter, etc.), details regarding educational qualifications, copies of identification documents (such as PAN card, passport and aadhaar card).

b) You, without any reservation whatsoever, hereby freely and unconditionally consent to Company (i) collecting and storing any of your Personal Data (including collecting your Personal Data from your last employer or through any internal or external agencies appointed for this purpose) (ii) using or processing such data in connection with your employment or any matters arising from such employment, (iii) sharing such data with any outside agencies or third parties within and outside India, including Company's affiliates, clients and authorised agents for verification and validation of this information (iv) processing your Personal Data in relation to any administrative matters or in compliance with the Company's contractual or statutory obligations.

c) You have read and understood Company's privacy policy and you agree to Company collecting and processing of your Personal Data in accordance with the same. You also agree to comply with the Company's privacy policy.

12. Changes in Personal Details

Any change in your residential address, telephone numbers, marital status, and academic qualifications should be notified in writing to the Company at the earliest. All communication will be sent on the address last notified by you and it will be presumed that you have received such communication addressed to you.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

13. Retirement

You will retire from the Company after attaining the age of 58 years. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you at the time of joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediately preceding working day.

14. Termination

a) After your services are confirmed, either party may sever employment by giving a written notice of 2 (two) months (the "**Notice Period**") to the other, or the payment of basic salary in lieu thereof. The Company shall at its discretion, recover appropriate payments from you in relation to any shortfall in the Notice Period.

In case you voluntarily resign, the Company has the sole discretion in relation to:

i. relieving you earlier than the Notice Period.

ii. extending your Notice Period until satisfactory handover of charge and you're completing any pending assignments, projects;

iii. deciding whether/ not the Notice Period shall take into account the period of any leave to which you may be entitled to/ which you may seek (such as extended medical leave);

iv. deciding whether your Notice Period shall stand extended to the extent of any leave availed by you during the Notice Period.

b) Notwithstanding anything contained herein, your employment with the Company shall stand terminated immediately if:

i. You commit any serious or persistent breach of any of the terms and conditions of this Appointment letter or of any of the provisions of the Policies or any other document incorporated by reference herein;

ii. You do or cause to be done any act, deed, matter or thing adverse to the Company's interests.

iii. You are guilty of any misconduct or neglect to discharge your duties as vested herein from time to time.

iv. You fail to or neglect to observe and comply fully with all resolutions, regulations,

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

instructions and directions from time to time made or given to you by the Company.

v. if any information furnished by you or representation made by you is found to be incorrect or if any material information is detected by the Companies to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein;

vi. criminal proceedings are initiated against you.

vii. you remain absconding from employment without prior intimation for more than 5 (five) consecutive days;

viii. You are incapacitated by reason of ill-health or accident from performing duties and have been so incapacitated for a consecutive period of not less than 15 (fifteen) calendar days;

ix. You have committed an act of fraud, misappropriation, embezzlement, theft, dishonesty, breach of fiduciary duty involving personal benefit or act or omission otherwise inimical to the interests of the Company; or

x. You have caused any unauthorized disclosure of any Confidential Information or violated any applicable law.

c) If either you / the Company has served a notice of termination under Clause 14(a) above, the Company reserves the right to require you to remain on 'garden leave' away from your place of work or any of the Company's other locations and the Company may, at its sole discretion, relieve you from your duties at any time after the notice (including requiring you not to contact colleagues, customers, clients, or suppliers), prior to the expiry of the Notice Period.

The Company reserves its right during garden leave to:

a. cease to vest in or assign to you any powers or duties or to provide any work to you;
b. change your designation or duties as the Company decides appropriate;
c. prevent you contacting or communicating with any current, former or proposed clients, customers, employees, or vendors of the Company;
d. exclude you from the premises of the Company; and/or
e. announce to employees, clients, customers, vendors and other relevant persons of the Company that you have been given notice of termination or have resigned.

d) You hereby acknowledge and confirm to comply with any conditions laid down by the Company during the period of garden leave and accept that your duties of confidentiality and good faith continue to apply, together with all of the obligations contained in this letter.

e) In case you are charged with any act of misconduct, you may be suspended from service

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

pending enquiry. During the suspension period, you will be entitled only to 50% of your salary towards suspension allowance. While claiming suspension allowance you will tender an undertaking or affidavit every month in writing that you were neither employed nor self-employed during such period.

f) Your employment with the Company shall automatically terminate upon your permanent disability, mental or physical illness which may hamper your working efficiency and performance or death.

g) If your employment is terminated by reason of the liquidation of the Company for the purpose of reconstruction, merger, spin-off, acquisition, amalgamation or by reason of any reorganisation of the Company or any other corporate action (including a transfer of establishment / unit / undertaking) and if you have been offered employment with the Company succeeding to the Company upon such event on terms no less favourable to you than the terms in effect under this Appointment Letter then, you shall have no legal or contractual claim against the Company by reason of the termination of the employment.

15. Separation Process

a) Termination of employment shall not release you from the obligations and liabilities which have accrued prior to the date of termination and those surviving termination. The Company reserves its right to adjust any and all amounts due from you from the full and final amount payable. You shall extend complete cooperation in relation to executing any and all documentation as may be required by the Company regarding your termination from services. You must not undermine or disparage the business of the Company in any way (including on social media) and must comply with all lawful instructions of the Company during the Notice Period (including in relation to handing over of work and responsibilities to other employees). The Company may, at its discretion, issue the experience certificate and/or relieving letter only upon your complying with this Clause 15.

b) You shall surrender to the Company's HR representative or to such other specified person, all Inventions and Works, Confidential Information of the Company, and any other Company property (including but not limited to hardware, software, documents, books, or any other articles of the Company / any associated company/ clients or customers) which, pursuant to your employment with the Company, may be in your use, occupation, control or possession and you must not retain any copies, extracts or reproductions of all or any part of the foregoing.

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c) The Following termination, you must not represent yourself as being in any way connected with the business of the Company or any associated company (except to the extent agreed by the Company in writing).

d) Prior to your last day of employment with the Company, you shall execute a separation agreement in accordance with the Company's instructions. The execution of the agreement shall be irrespective of the reason for the severance.

16. Indemnification

a) You shall defend, indemnify and hold harmless the Company or any associated company against and in respect of any and all actions, suits, proceedings, claims, demands, judgments, costs, expenses (including reasonable attorney's fees) and damages resulting from, relating or incidental to or arising out of, any misrepresentation or breach by you of any provision of this Appointment Letter / any of the Policies.

b) You shall be responsible for your act or conduct during the course of your employment with the Company. If any loss or damage is caused to the Company, its consultants, advisors, employees, officers, directors or entities with which the Company has contracted, on account of the negligence, misbehaviour or misconduct on your part, the Company shall be entitled to seek compensation for such damage or loss from you. In case you fail to compensate the Company within ten (10) days of the demand so made by the Company, the Company shall be entitled to make deductions of the said amount from the remuneration payable to you by the Company in accordance with applicable laws and/or the Company reserves the right to subject you to strict disciplinary action including but not limited to termination of employment with the Company

c) In recognition of the fact that irreparable injury will result to the Company or any associated company in the event of a breach of your obligations herein, that monetary damages for such breach would not be readily calculable, and that the Company would not have an adequate remedy at law, you hereby acknowledge, consent and agree that in the event of such breach, or the threat thereof, the Company shall be entitled, in addition to any other legal remedies and damages available, to temporary and permanent injunctive relief to restrain the violation or threatened violation of such obligations either by you and/or persons acting for or in connection with you

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d) No right, power, or remedy herein conferred on the Company is intended to be exclusive of any other right, power, or remedy. Every right, power, and remedy shall, to the extent permitted by applicable law, be cumulative and in addition to every other right, power, and remedy given hereunder or now or hereafter existing at law or in equity or otherwise and may be exercised from time to time and as often and in such order as may be deemed expedient by the Company.

17. Governing Laws and Arbitration

a) The Appointment Letter shall be governed under the laws of India and subject to Clauses 17(b) and (c), shall be subject to the exclusive jurisdiction of the courts at [Bangalore].

b) In the event a dispute, controversy or claim between the parties arises out of or in connection with this Appointment Letter, including the breach, termination, or invalidity thereof ("**Dispute**"), the parties shall where reasonable, negotiate with a view to resolving the Dispute amicably. If a party gives the other party notice that a Dispute has arisen (a "**Dispute Notice**") and the parties are unable to resolve the Dispute amicably within 15 (fifteen) days of the service of the Dispute Notice (or such longer period as the parties may mutually agree), then the Parties may choose for the Dispute to be referred to arbitration in accordance with the terms of this Clause.

c) Any Dispute referred to arbitration as contemplated under this Clause by the Parties shall be finally settled by arbitration under the Arbitration and Conciliation Act, 1996. The arbitral panel shall consist of a sole arbitrator to be appointed by the Company in accordance with the provisions of the Arbitration and Conciliation Act, 1996. Any arbitral award shall be final and binding on the Parties. The venue of the arbitration shall be Bangalore. The language of the arbitration shall be English.

18. Representations and Warranties

You hereby represent to the Company that:

a) you are and shall continue to be legally permitted to reside and be employed in India;

b) you have reviewed these terms and conditions and that you understand the terms, purposes and effects of the same;

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c) you have accepted these terms and conditions only after having had the opportunity to seek clarifications;

d) you have not been subjected to duress or undue influence of any kind to accept these terms and conditions and these terms and conditions will not impose an undue hardship upon you;

e) you have accepted these terms and conditions of your own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees;

f) these terms and conditions are in all respects reasonable and necessary to protect the legitimate business interests of the Company;

g) you have all requisite power and authority, and do not require the consent of any third party to accept our offer; and

h) you are not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person, organization or body corporate.

19. Other terms and conditions

a) **Entire Agreement**. This Appointment Letter supersedes and cancels any and all previous understandings, representations and agreements of whatever nature between the parties with respect to the matters covered herein. The Appointment Letter read with the Policies sets forth the entire agreement between the Parties with respect to the subject matter herein.

b) **Waiver.** The failure of the Company to insist, in any instance, upon performance of any of the terms or conditions of the Appointment Letter, or the waiver by the Company of any term or condition hereof in any 1 (one) instance, shall not be construed as a waiver of future performance of any such term or condition, and your obligations with respect thereto shall continue in full force and effect.

c) **Severability**. If any provision of this Appointment Letter is held to be illegal, invalid, or unenforceable under applicable law: (a) such provision shall be fully severable; (b) the Appointment Letter shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part hereof; (c) the remaining provisions of the Appointment Letter shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance herein. The parties hereto shall

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also mutually agree to provide a legally valid and enforceable provision as similar in terms and effect to such illegal, invalid, or unenforceable provision as may be possible.

d) **E-signature:** Company and you agree that the electronic signature of a party to this Appointment Letter shall be as valid as an original signature of such party and shall be effective to bind such party to the terms of the Appointment Letter irrespective of whether or not confirmed by delivering the original signatures in person, by courier or by mail and that paper copies or 'printouts' if introduced as evidence in any judicial, or administrative proceeding, will be admissible as between the parties to the same extent and under the same conditions as other original business records created and maintained in documentary form.

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You are requested to affix your signature on the duplicate of this letter and annexure, confirming your acceptance of the terms and conditions of employment, and return it to the representative from the HR department.

Please get in touch with the HR personnel to complete the joining documentation and other formalities. You are also expected to sign the acknowledgment letter after reading and understanding the employee handbook and the Policies.

We look forward to many years of mutually rewarding and beneficial association. We wish you a long and successful career with us.

Warm Regards,

For **the Company,**

Ujala Sabharwal

DocuSigned by:
Ujala Sabharwal
95004303C6E048F...

Senior Director – India People

Enclosure: Annexure A

E info@healthedge.com W healthedge.com A SJR Primus, 7th Floor, No.1 Industrial Layout, 7th Block, Koramangala, Bengaluru, Karnataka, Pin code: 560095 CIN: U72900KA2019FTC123112

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HEALTHEDGE
BECOME A DIGITAL PAYER

ACCEPTANCE

I have read and understood all the terms and conditions contained in this Appointment Letter.

I acknowledge and agree that the Appointment letter along with the policies contains the entire understanding between the company and me in relation to my employment with the company. By signing below, I confirm that the e-signature used by me for accepting the terms of this letter is valid and authentic and indicates my absolute and irrevocable consent to the terms as specified herein.

Name: Priyadharshini Sundaramoorthy

Signature: Signed by: Priyadharshini Sundaramoorthy 329E6D98CFFA491...

Place: Bangalore

Date: 9/25/2024

E info@healthedge.com W healthedge.com A SJR Primus, 7th Floor, No.1 Industrial Layout, 7th Block, Koramangala, Bengaluru, Karnataka, Pin code: 560095 CIN: U72900KA2019FTC123112

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HEALTHEDGE
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Annexure A

Sr. No.	Compensation Components	Monthly (Amount in INR)	Yearly (Amount in INR)	Remarks
1	Basic	25,000	3,00,000	
2	HRA	10,000	1,20,000	Note 1
3	Children Education & Hostel Allowance	500	6,000	Note 2
4	Communication Allowance	5,000	60,000	Note 3
5	Car Allowance	1,800	21,600	Note 4
6	Leave Travel Allowance	5,000	60,000	Note 5
7	Meal Vouchers	2,200	26,400	Note 6
8	City Compensatory Allowance	10,000	1,20,000	Note 7
A	**Gross Salary**	**59,500**	**7,14,000**	
9	PF - Employer Share	3,000	36,000	Note 8
B	**Sub Total B**	**3,000**	**36,000**	
			7,50,000	
10	Variable Pay	0	0	Note 9. NA
C	**Sub Total C**	**0**	**0**	
D	**Total CTC D= (A+B+C)**	**62,500**	**7,50,000**	
E1	PF Employee share	3,000	**36,000**	Note 10
E2	Professional Tax	200	**2,400**	Note 11
E	**Total Deductions E= (1+2)**	**3,200**	**38,400**	
F	**Net Take Home (without TDS) F= (A-E)**	**56,300**	**6,75,600**	Note 12

Notes	
1	40 % of Basic Salary. Non-Metro City.
2	Declaration to be taken from employees. Accordingly, exemption to be allowed
3	Proof will be needed to be submitted in Feb and corrections to be made in Feb and Mar salary
4	Declaration to be taken from employees. Accordingly, exemption to be allowed
5	Since LTA is getting paid on per month basis, it will be required to be considered for tax deduction accordingly. Exemption claimed and proof thereof will be considered in Feb and corrections will be made in Feb and Mar salary. LTA is tax free twice in a block of 4 years
6	Meal card
7	Taxable

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8	12% of Basic.
9	If applicable. -- % of CTC- Payable quarterly on a pro-rata basis.
10	12% of Basic.
11	INR 200 per month (for Gross salary above Rs. 10,000).
12	The figures are indicative and are subject to change based on above notes. The CTC figure will remain the same.

	Gratuity will be applicable only after completion of 5 years of full-time service (4.81% of last basic salary * No. of years of service) maximum up to INR 20 lakhs. Payable at the end of Service.

Additional Insurance Benefits		
1	Mediclaim	Eligible for the employee and 5 eligible dependents (spouse + up to 2 kids + parents) up to INR 7,50,000.
2	Group Personal Accident (GPA)	For the employee only (For accidental bodily injuries directly resulting in the death or disablement). This is paid by company and is purely notional.
3	Group Life Insurance	For the employee only (In the event of a demise). This is paid by company and is purely notional.
4	Workman Compensation Act (WCA)	For the employee only (As per statutory Compliance). This is paid by company and is purely notional.

Other Conditions	
1	The salary mentioned above is subject to deduction of tax as may be applicable from time to time.
2	By signing the Appointment Letter the employee consents that the Company is eligible to deduct all such amounts as may be due against the employee for whatsoever reason from salary payable to the employee.
3	Variable Pay is not a part of the employee's contractual remuneration and is payable at the sole discretion of the Company. If applicable, Variable Pay shall be calculated on the basis of performance. It will be paid quarterly on pro-rata basis.
4	The Company has the absolute right to terminate, modify/ revise any of the components of compensation as well as performance bonus.
5	Salary will be disbursed on 1st of every month. In case 1st is a bank holiday, disbursal will be done on the previous working day.

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HealthEdge Acceptable Use and Personnel Security Agreement

Acceptable Use of HealthEdge Information Assets, its Network, and Systems (including Company Owned or Controlled Devices) – referred to HealthEdge Systems - in accordance with its policies, procedures and agreements helps ensure we can provide the services our customers expect from us all the while keeping our systems safe and secure.

This agreement outlines guidelines for using HealthEdge Systems. Use of good judgment is the first and best control we have in ensuring our Systems, Sites, and People remain safe, secure, and productive. Please keep in mind – this agreement and our corporate Code of Conduct work together to provide expectations of our Personnel with respect to following our policies and procedures – please read it and be aware.

User Accounts and Passwords

Revealing or allowing the use of user accounts and passwords by unauthorized individuals (e.g., family members) is prohibited. Strong passwords which comply with HealthEdge's Access Control Policy must be used to the extent possible, regardless of whether the system they are used on can systematically enforce them.

Circumventing user authentication or security of any host, network or account is prohibited. Introducing software or hardware meant to monitor, copy, record, duplicate, exfiltrate or encrypt Confidential Information for purposes of personal gain is prohibited.

Automatic screen savers and logoffs should be used when a computer is not being used for more than ten minutes.
All workstations should be locked or turned off when unattended for more than a short period.

Using the Internet

HealthEdge Personnel are authorized for casual, non-business related use of the Internet during the workday. Such use must be minimized so as to not impact the performance of core job responsibilities. Personnel are prohibited from accessing the following content during the performance of their job responsibilities:

a. Sites specifically blocked by the Company's internet content filtering systems
b. Sites which exist to facilitate intellectual property theft, copyright infringement, property theft, harassment or otherwise illegal activities (e.g., black market sites, peer-to-peer file sharing sites, movie download sites, etc.)
c. Sites on which peer-to-peer file sharing services is conducted

Using Social Media Services

Personnel are advised that any activity taking place upon a company owned computer and on a company network is subject to monitoring by the company. Personnel use of HealthEdge's devices and systems or personal computer systems is subject to the terms and restrictions set forth in this Policy. Use of Social Media that does not violate HealthEdge's policies regarding protection of Confidential and Restricted information consistent with the Information Handling Policy and does not interfere with an employee's regular work duties during working hours is encouraged. Personnel should not disclose trade secrets, publish internal reports, PHI, PII of other employees, or provide tips based on inside information to any party.

Unless authorized by the CEO or HealthEdge's marketing staff, Personnel may not impersonate HealthEdge or its employees, make statements on behalf of HealthEdge without authorization, or make statements which can be construed as establishing HealthEdge's official position or policy on any particular issue. Personnel are encouraged to state their employment status and core responsibilities commensurate with maintaining an online

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media profile (e.g., LinkedIn). As a general practice, Personnel are encouraged to resolve workplace grievances internally; if Personnel do choose to address their grievance using social media, HealthEdge suggests refraining from posting comments and materials that could be viewed as malicious, obscene, threatening, intimidating or that could create a hostile environment on the basis of race, sex, disability, religion or any other status protected by law.

Using Mobile Devices
HealthEdge Personnel must not attempt to attach unauthorized computers or devices (e.g., desktop, laptop, mobile phone, tablet, or other devices which can be connected to a network) to the HealthEdge network while on site or remotely. All device use must be in accordance with the Mobile Device Use and Teleworking Policy.

Remote Access to HealthEdge Systems
Remote access to HealthEdge systems must be established using the company provided VPN (Virtual Private Networking) technology or mobile device management platform and follow corresponding authentication requirements systematically enforced through that platform. Remote access channels must be encrypted according to HealthEdge's Access Control Policy and corresponding encryption standards.

Using Wireless Networks
HealthEdge Personnel should use good judgment when connecting any HealthEdge computer or mobile device to any network (wireless or otherwise) other than those provided to the company. Personnel should avoid having a wired and wireless connection established on a single device at any point in time. If used, accessing wireless networks should be secured by WPA2 encryption and strong authentication means (EAP-TLS and/or PEAP), where possible.

Using E-Mail and Communications
HealthEdge Personnel are authorized for casual, non-business related use of the company provided e-mail during the workday. Such use must be minimized so as to not impact the performance of core job responsibilities.

HealthEdge-provided e-mail systems are the only authorized e-mail systems for use when transmitting HealthEdge Confidential information by HealthEdge Personnel.
In addition, the following are prohibited for use with HealthEdge-provided e-mail systems:

a) Sending unencrypted protected health information (PHI) to any party
b) Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
c) Using HealthEdge e-mail to participate in any form of harassment, whether through language, frequency, or size of messages.
d) Forging email header information.
e) Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.

Use of personal e-mail systems (e.g., Hotmail) for storing, transmitting, or archiving Confidential Information is not authorized.[can you get to deleting without violating the other restrictions?]

Using Printers and Copiers

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Printing and copying HealthEdge Confidential or Restricted information must adhere to the Information Classification and Handling Policy. Guidelines include:

a) Printed versions of HealthEdge Confidential and Restricted Information should not be copied indiscriminately or left unattended.
b) Printing and copying activities involving HealthEdge Confidential and Restricted Information must be strictly monitored by the individuals involved in printing and copying.
c) HealthEdge Confidential and Restricted Information printed to a shared printer should be promptly removed.
d) HealthEdge Confidential and Restricted hardcopy information must be disposed of in accordance with the Record Retention Policy

Using Fax Machines

Faxing HealthEdge Confidential or Restricted information must only be performed when an original record or mail-delivered copies will not meet the needs of the requester. HealthEdge Confidential or Restricted information transmitted via facsimile must be in accordance with the Information Classification and Handling Policy. Guidelines include:

a) A cover letter must be used to send faxes containing HealthEdge Confidential or Restricted information. All pages plus the cover page of all confidential documents to be faxed must, if practicable, be marked "Confidential" or “Restricted” before they are transmitted.
b) HealthEdge Personnel must make reasonable efforts to ensure that they send the facsimile transmission to the correct destination and confirm recipient information with the recipient before sending.
c) Do not fax PHI or PII
d) Misdirected faxes of Confidential Information must be reported to the Chief Information Risk Officer or designee upon discovery by the individual who discovered the error.

Using Modems

Modems and other means to establish connectivity to HealthEdge Systems must not be used unless specifically authorized by the Chief Information Risk Officer or designee. In the event use is authorized, their use must be actively monitored and immediately deactivated once the original purpose of the connection has been accomplished.

Using Customer Environments (Environment = Applications, Databases, Operating Systems, and Infrastructure)

Accessing a customer environment for any purpose other than conducting customer related business for which HealthEdge has been contracted to perform, even if you have authorized access, is prohibited.

Intellectual Property Rights

Violations of the intellectual property rights of any person or company, such as copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, the installation, copying distribution of "pirated" or other software products that are not appropriately licensed for use by HealthEdge is prohibited.

Exportation

Exporting software, technical information, encryption software or technology, in violation of United States or other country export control laws, is prohibited.

Monitoring

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HealthEdge maintains the right to monitor the use of HealthEdge Systems. In the event unauthorized activity is detected, HealthEdge may take action to mitigate the impact of such activity at its discretion.

Storing Information

HealthEdge has authorized storage locations for Confidential and Restricted Information. These locations must be used according to their requirements. Confidential and Restricted Information storage on local hard drives, flash drives, or other external media which is not under the control of HealthEdge is prohibited.

Confidential and Restricted Information must always be properly secured, whether it is stored in hardcopy or electronically, according to established requirements. See Information Classification and Handling Policy and Procedures.

Destroying Information

Confidential and Restricted Information may only be destroyed by means that assure that it will not be accidentally released to an outside party as outlined in the Record Retention Policy.

Confidential and Restricted Information must not be discarded in trash bins, recycle bins or other publicly accessible locations. Personnel should use company provided shredding bins and/or vendors for destroying electronic media.

By signing this agreement, you:

1) Understand where to access HealthEdge policies in the event you have questions or are uncertain of their contents.
2) Understand that your access to HealthEdge Confidential Information (including PHI and PII) is provided as a result of your em ployment with HealthEdge. You are aware that you are permitted to use, disclose, store, destroy, and otherwise access Confidential and Restricted Information only as required to perform your job functions.
3) Agree to act in accordance all HealthEdge policies and procedures;
4) Agree to protect assets from unauthorized access, disclosure, modification, destruction or interference;
5) Understand that compliance, activity, and behavior with respect to policies and procedures may be monitored;
6) Agree to attend required training;
7) Will notify your supervisor in the event you do not understand policies and procedures or do not agree to follow them;
8) Report security events or potential events or other security risks to the Chief Information Officer.
9) Agree that you will not intentionally falsify, conceal, withhold, destroy or damage Confidential or Restricted Information or any computing asset with intent to obstruct an investigation of any type, whether initiated by HealthEdge or other parties.
10) Understand that your non-compliance with this agreement may result in sanctions and disciplinary actions which may include termination from HealthEdge.

Name: Priyadharshini Sundaramoorthy

Manager: _____

Designation: Software Engineer in Test

HR Contact: _____

Date: 9/25/2024

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HIPAA Compliance Program

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Compliance Overview *3*
HealthEdge HIPAA Mission Statement **3**
About the HIPAA Compliance Program **3**
Standards of Conduct **3**
Basic Statement of HIPAA Regulations **4**
Business Associates **4**
Business Associate Agreements 4
Selected Definitions **4**
1.0 Administrative Compliance Provisions *6*
1.1 Privacy Officer & Committee **6**
1.1.1 Privacy Officer: 6
1.2 Violations Reporting **6**
1.2.1 Security Incident Reporting and Response 6
1.2.2 Handling Violations Reports 7
1.3 Remedial Action & Mitigation **8**
1.3.1 Remedial Measures 8
1.3.2 Mitigation After Improper Use or Disclosure of PHI 10
1.4 Hiring & Employment **10**
1.4.1 Performance Evaluations 10
1.4.2 Managers' Responsibilities 10
2.0 Physical Compliance Provisions *12*
2.1 Use and Disclosure **12**
2.2 Handling and Storage **12**
2.2.1 Internet & VPN Access 12
2.2.2 Printing & Copying 12
2.2.3 Facsimile Transmittal 12
2.2.4 Email 14
2.2.5 Storage 14
2.3 Disposal **14**
2.4 De-Identified Health Information **15**
3.0 Security Compliance Provisions *17*
3.1 Security Officer **17**
3.2 Information Access Control **17**
3.2.1 Access Establishment 17
3.2.2 Access Authorization 17
3.2.3 Access Modification 17
3.2.4 Emergency Access 18
3.2.5 Employment Termination 18

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

3.3 Security Configuration Management 18
3.3.1 Hardware and Software 18
3.3.2 Security Testing 18
3.3.3 Risk Analysis/Management 19
3.4 System Activity Review 19
3.5 Personnel Security 19
3.6 Physical Safeguards 19
3.6.1 Media Controls 19
3.6.2 Physical Access Controls 20
3.7 Workstation Use 20
Appendix i: Security Incident Report Form 22
Appendix ii: Security Incident Log 23
Appendix iii: Security Sanction Log 24

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Compliance Overview

HealthEdge HIPAA Mission Statement

HealthEdge is committed to conducting its operations with integrity and in compliance with all applicable health information privacy laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Failure to comply with these laws could result in violations of existing contractual arrangements and, in some circumstances, in criminal, civil and administrative sanctions to individual employees and HealthEdge. HealthEdge can meet its commitment to compliance only through the efforts of its directors, officers, managers, employees and contractors, each of whom must perform his or her duties on behalf of HealthEdge with honesty and integrity. Although each individual ultimately is responsible for his or her own conduct, HealthEdge is committed to maintaining a working environment that fosters conduct consistent with these ideals and permits HealthEdge to meet the highest ethical standards in conducting its business.

About the HIPAA Compliance Program

As part of HealthEdge's commitment to health information privacy compliance, and in an effort to assist HealthEdge personnel in meeting their compliance obligations, HealthEdge has established a formal HIPAA Compliance Program. This HIPAA Compliance Program is designed to prevent violations of applicable health information privacy laws such as HIPAA and, where such violations occur, to promote their early and accurate detection and prompt resolution through education, monitoring, disciplinary action and other appropriate remedial measures.

Standards of Conduct

The following Standards of Conduct summarize the basic principles upon which HealthEdge's HIPAA Compliance Program is based. These Standards must be carefully reviewed and closely followed by all HealthEdge employees. Supplementary information relating to these Standards is detailed throughout the HIPAA Compliance Program.

Standard No. 1: Participation In Compliance Program
Participation in HealthEdge's HIPAA Compliance Program is a condition of employment and is a factor that will be considered in each employee's performance evaluation.

Standard No. 2: Compliance With Laws, Policies and Procedures
Compliance with applicable federal and state health information privacy laws and HIPAA Compliance Program policies and procedures is a condition of employment.

Standard No. 3: Compliance Questions
If a HealthEdge employee has a question concerning whether a particular practice violates applicable health information privacy laws or HealthEdge's HIPAA Compliance Program policies or procedures, that employee should not guess as to the correct answer; he or she should seek guidance from his or her manager or the Privacy Officer.

Standard No. 4: Violations, Confidentiality, and Non-Retaliation
If a HealthEdge employee believes that an existing practice does or may violate the law or HIPAA Compliance Program policies or procedures, the employee must report this practice or arrangement. This report may be made anonymously. Further, HealthEdge will not take any

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

adverse action against an employee who makes such a report in good faith and who was not involved in the practice at issue.

Standard No. 5: Truth, Accuracy and Completeness
HealthEdge employees must be truthful in all of their communications with private and governmental organizations.

Standard No. 6: Customer Confidentiality
HealthEdge employees must vigorously protect the privacy of medical and other information received from and about Customers and potential Customers.

Basic Statement of HIPAA Regulations

A covered entity must make reasonable efforts not to use, disclose or request more than the minimum amount of protected health information (PHI) necessary to accomplish to intended purpose of the use, disclosure or request.

Business Associates

As part of its business operations, HealthEdge serves as a Business Associate providing certain functions, activities or services for or on behalf of its clients involving the use and/or disclosure of protected health information. As such, HealthEdge must provide satisfactory assurance that we will appropriately safeguard the protected health information to which the client gives us access. At a minimum, HealthEdge will not use or disclose the information in any manner that would not be permissible for the covered entity (client).

As a business associate of such Clients, HealthEdge will take all appropriate precautions to protect the confidentiality and integrity of Protected Health Information as required by law and pursuant to its written agreements. HealthEdge will not use or further disclose Protected Health Information other than as permitted or required by the Software Agreement or as required by law.

Business Associate Agreements

HealthEdge will ensure that its Software Agreements with its clients contain the requisite business associate language required under HIPAA regarding the proper use, handling and disclosure of protected health information.

HealthEdge will ensure that any and all third party vendors with which it contracts directly who have access to PHI maintained by HealthEdge are also cognizant of their obligations to protect the confidentiality and integrity of such PHI as required by law and pursuant to HealthEdge's software agreements. Such assurance may take the form of Business Associate Agreements or modifications to third party vendor contract language.

HealthEdge will ensure that its agents, including subcontractors, to whom it provides Protected Health Information received from, or created by or on behalf of its Clients, agree to the same restrictions and conditions that apply to HealthEdge with respect to such Protected Health Information.

Selected Definitions

Covered Entities: A Health Plan; a health care clearinghouse; a health care provider who transmits any health information electronically

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Client: The individual or company that purchases HealthEdge's product(s).

Protected Health Information (PHI): Protected Health Information (PHI) is any information that meets all of the following criteria:
1. is or has been electronically maintained or transmitted by a Covered Entity (and its business associates) and,
2. pertains to the health status or provision of health care to an individual and,
3. can be linked to an individual.

This covers information transmitted in any form but only covers information that is personalized, that is, it contains information which makes the data individually identifiable, including any name, medical record number, SSN, address, or other identifying data.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

1.0 Administrative Compliance Provisions

1.1 Privacy Officer & Committee

1.1.1 Privacy Officer:

HealthEdge's appointed Privacy Officer will be responsible for the development, implementation, monitoring and maintenance of HealthEdge's HIPAA Compliance Program. As Chairman of HealthEdge's HIPAA Compliance Committee, the Privacy Officer will work with the Committee to develop methods ensuring HealthEdge's compliance with state and federal health information privacy laws and to reduce HealthEdge's vulnerability to violations of health information privacy laws.

The Privacy Officer will regularly report to HealthEdge's President on compliance issues and the status of the HIPAA Compliance Program, and will have authority to review all documents and other information necessary to discharge his or her duties and responsibilities including but not limited to: client records, correspondence, billing and other accounting records, marketing materials, contracts and other documents reflecting any HealthEdge agreements with employees, independent contractors, manufacturers, distributors, brokers, or other health care providers, suppliers or third parties.

1.2 Violations Reporting

1.2.1 Security Incident Reporting and Response

HealthEdge is required by law to maintain an incident reporting and response procedure whereby employee, agent and contractor violations of the HIPAA security regulations and/or HealthEdge's related policies and procedures may be addressed.

Each employee is required, as a condition of employment, to report any practice that the employee believes in good faith does or may violate the law or HIPAA Compliance Program Standards of Conduct or policies or procedures. Incident reports concerning such a practice can be made using the following procedure:

- In writing to a manager or the Privacy Officer. The written report may be made anonymously. The report shall include a brief description of the practice at issue. See *Appendix i* for a form that may be used in reporting security incidents.

After receiving a HIPAA security incident report, the Privacy Officer or his or her designee, will promptly investigate the report and will determine whether any employees, agents or contractors of HealthEdge were involved in possible HIPAA security violations.

After the Privacy Officer makes a determination about whether violation(s) of the HIPAA security regulations of HealthEdge's security policies and procedures have occurred, the Privacy Officer shall make written findings concerning: (1) the violation(s) which have occurred; (2) the identity of any employees, agents or contractors involved; and (3) further action, if any, which should be taken, including but not limited to, the remedial action provided for under section *1.3.1 Remedial Measures*.

Penalties – Internal

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

HealthEdge will take disciplinary action, ranging from a verbal warning to termination of employment, against any employee, regardless of his or her level or position, who fails to comply with the HIPAA Compliance Program Standards of Conduct, policies and procedures, or applicable health information privacy laws. HealthEdge will maintain a zero-tolerance policy for willful, knowing violations of these laws and policies (see *1.3.1 Remedial Measures*, below).

Possible Civil and Criminal Penalties.
In the event that a substantial breach of the HIPAA security regulations or HealthEdge's related policy and procedures occurs, and the individual(s) deemed responsible for such breach are found to have willfully misused or misappropriated patient healthcare information, such individual(s) may be subject to civil and criminal penalties, including, but not limited to civil fines of up to $25,000, and criminal penalties or fines of up to $250,000, up to 10 years in jail, or both. Such individuals may also be subject to discipline by other regulatory, accreditation and licensure organizations as well.

Records
The Privacy Officer shall maintain in the HIPAA Compliance Program files copies of any written reports and documentation of any verbal reports on possible violations submitted. Further, the Privacy Officer shall document all follow-up action taken as a result of any written or verbal reports submitted and shall maintain such documentation in the HIPAA Compliance Program files. The Privacy Officer will record each and every security incident report received, the investigation undertaken, and the disposition, if any, on the *HIPAA Security Incident Log* (*Appendix ii*). The Privacy Officer will also keep records of any sanctions imposed for a HIPAA security violation, any employees, agents or contractors involved, and any further action taken. Such information shall be recorded on the *HIPAA Security Sanction Log* (*Appendix iii*). Records related to HIPAA Security incident reports and sanctions for security violations shall be maintained for at least six years from the date of creation.

1.2.2 Handling Violations Reports

Confidentiality
Where an employee has made a good faith report of an activity or practice that the employee believes does or may violate the law or HIPAA Compliance Program Standards of Conduct, policies or procedures, the Privacy Officer shall:

- Commend the employee for making the report.
- Strive to keep the identity of the reporting employee confidential.
- Inform the reporting employee (if known) that there may come a point in time where his or her identity may become known or may have to be revealed e.g. if government authorities become involved in the investigation.

HealthEdge shall document compliance with this policy and maintain such documentation in the HIPAA Compliance Program files.

Non-retaliation
Where an employee has made a good faith report of an activity or practice that the employee believes does or may violate the law or HIPAA Compliance Program Standards of Conduct or policies or procedures, HealthEdge shall not retaliate in any manner against the employee. Additionally, the Privacy Officer shall, where appropriate, make a positive citation in the employee's personnel file.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

- Exception: HealthEdge shall take disciplinary action against any employee who violates the law or HIPAA Compliance Program Standards of Conduct or polices or procedures, whether or not that employee reported that violation. However, the fact that the employee reported his or her own misconduct may be a mitigating factor in determining the severity of any disciplinary action.

HealthEdge shall document compliance with this policy and maintain such documentation in the employee's personnel file.

Investigation
If, based on (1) an employee report of suspected misconduct, (2) an annual audit, (3) an ad hoc audit, or (4) otherwise, HealthEdge determines that it has credible evidence of a material violation of the law or HIPAA Compliance Program Standards of Conduct or policies or procedures, HealthEdge shall promptly conduct an internal investigation to determine whether there has been such a material violation.
Depending on the nature and severity of the potential misconduct, the Privacy Officer should consider utilizing outside legal counsel to assist in conducting the internal investigation.

In conducting the internal investigation, investigators shall, as necessary:

- Review relevant documents.
- Interview persons with relevant information.
- Take steps to secure, and prevent the destruction of, documents and other evidence relevant to the investigation.
- Put an immediate stop to any ongoing misconduct.

HealthEdge shall maintain in the HIPAA Compliance Program files:

- Copies of any work papers, interview notes, and any other documents generated as part of the internal investigation.
- Copies of any key documents that relate to the practice under investigation.
- Documentation of the scope, findings and recommendations of the internal investigation.

1.3 Remedial Action & Mitigation

1.3.1 Remedial Measures

If the Privacy Officer determines that there has been a material violation of the law or HIPAA Compliance Program Standards of Conduct or policies or procedures, then HealthEdge shall take one or more of the remedial actions listed here, as appropriate.

Programmatic Corrective Actions
If the violation involves an ongoing activity or practice, the activity or practice shall be stopped immediately.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

If the violation involves an unlawful disclosure of PHI, steps shall be taken to end the practice immediately.

If the same or a similar violation could or might be prevented in the future by making changes to HIPAA Compliance Program Standards of Conduct, policies and procedures, or otherwise, such changes shall be instituted and promptly communicated to all affected employees.

Disciplinary Action
An employee who has violated the law or HIPAA Compliance Program Standards of Conduct or policies or procedures shall be subject to disciplinary sanctions, up to and including the termination of employment.

Disciplinary action shall take one or more of the forms listed below. These forms are not sequential, but will be applied based on HealthEdge's judgment in its sole discretion regarding the circumstances and severity of the violation, and its zero-tolerance for willful violations. In addition, specific disciplinary actions may be applied for particular violations based on HealthEdge's policies and procedures. The forms of disciplinary action are as follows:

- Employee counseling.
- Verbal warning.
- Written warning.
- Final warning.
- Termination.

In determining the appropriate disciplinary action to take, HealthEdge may give consideration to the following factors (except that HealthEdge may adopt policies and procedures that prescribe disciplinary actions in response to particular types of misconduct, which may not be reduced by these factors):

- The nature and severity of the misconduct at issue.
- Whether the employee acted intentionally, recklessly, negligently, or accidentally.
- Whether the employee had previously violated the law or HIPAA Compliance Program Standards of Conduct or policies or procedures.
- Whether the employee voluntarily disclosed the misconduct.
- The extent to which the employee cooperated with the investigation of the misconduct.

Nothing in this policy supersedes HealthEdge's policy of Employment-at-Will. Any employee may be terminated at any time, with or without cause.

In the event a HealthEdge employee is terminated in accordance with this policy, HealthEdge shall notify the Client and inform them of their responsibility to deactivate the former employee's access to any PHI at the Client site. HealthEdge will similarly take active steps to prevent the former employee's access to PHI on site at HealthEdge and require the return of all associated passwords and/or pass codes.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

If the Privacy Officer determines that there has been a material violation of the law or HIPAA Compliance Program Standards of Conduct or policies or procedures, HealthEdge shall determine whether the company should make a report to the appropriate government authority or to HealthEdge's Client.

HealthEdge shall document any remedial actions taken pursuant to this policy and maintain such documentation in HIPAA Compliance Program files.

1.3.2 Mitigation After Improper Use or Disclosure of PHI

To the extent practicable, HealthEdge will mitigate any harmful effect that becomes known to HealthEdge as a result of a use or disclosure of PHI in violation of HealthEdge's policies and procedures, applicable law or Software Agreement.

Mitigation efforts may include, but will not be limited to, the following:

- Taking operations and procedural corrective measures to remedy violations.
- Taking employment actions to re-train, reprimand, or discipline employees as necessary, up to and including, termination.
- Addressing problems with Clients or third party vendors once a breach is discovered.
- Incorporating mitigation solution into HealthEdge's policies and procedures as appropriate.

Once it is discovered by an employee that an improper use or disclosure of PHI has occurred, such employee shall immediately notify their manager and the Privacy Officer. The Privacy Officer shall then initiate an investigation into the alleged violation and determine to what extent if any an improper use or disclosure has occurred. If it is determined that such a violation has occurred, the Privacy Officer, with assistance from the HIPAA Compliance Committee and outside legal counsel as needed, shall immediately take steps to notify the Client and initiate appropriate mitigation efforts.

1.4 Hiring & Employment

1.4.1 Performance Evaluations

In evaluating the performance of employees, HealthEdge's managers will consider the extent to which, during the period being evaluated, the employee adhered to the HIPAA Compliance Program's Standard of Conduct and Policies and Procedures, and participated in the HIPAA Compliance training and education programs.

Written performance evaluation reports shall reflect that these factors were considered in evaluating each employee's performance, including compensation and promotion. These reports shall be maintained in each employee's personnel file.

1.4.2 Managers' Responsibilities

HealthEdge's managers shall discuss with supervised personnel the laws and HIPAA Compliance Program policies and procedures applicable to their function, and inform supervised

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

personnel that strict compliance with the law and HIPAA Compliance Program Standards of Conduct and policies and procedures is a condition of employment.

All HealthEdge managers are responsible for informing their supervised personnel that HealthEdge shall take disciplinary action up to and including termination for violation of the law or HIPAA Compliance Program Standards of Conduct, policies and procedures. Documentation of compliance with this policy will be maintained in the HIPAA Compliance Program files.

Managers must identify individuals who require additional education and training with respect to the HIPAA Compliance Program in general or with respect to particular risk areas and policies and procedures relating to such areas.

In evaluating the performance of managers, HealthEdge shall consider the extent to which the manager, during the period being evaluated, performed the duties set forth in this section, as well as whether the manager used reasonable diligence to detect noncompliance or violations.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

2.0 Physical Compliance Provisions

2.1 Use and Disclosure

HealthEdge has a duty to protect the confidentiality and integrity of PHI as required by law and pursuant to its contractual arrangements with Clients. This policy provides the standards for the routine and non-routine receipt, manipulation, storage, dissemination, transmission and/or disposal of Protected Health Information.

HealthEdge employees shall access PHI only on a need-to-know basis utilizing the appropriate employee passwords or pass codes. Persons holding job functions that do not require access to PHI for their performance will not be permitted to access PHI without the express prior approval of the Privacy Officer. The need-to-know restriction limits all access to the minimum data necessary to perform the task at hand. At no time shall HealthEdge employees for any reason access PHI other than to perform their assigned job function, and then only to the minimum extent necessary for that function. PHI shall only be modified in accordance with policy *2.4 De-Identified Health Information*.

All managers are responsible for enforcing the policies on proper use and disclosure of PHI. HealthEdge employees who violate this policy will be subject to the appropriate and applicable disciplinary process, up to and including termination or dismissal.

All HealthEdge employees must strictly observe the following standards relating to the printing and copying, faxing, emailing and storage of PHI.

2.2 Handling and Storage

2.2.1 Internet & VPN Access

HealthEdge has established security measures to protect data transmitted over the Internet or a VPN (virtual private network) in the course of HealthEdge's business.
Presently, the communication channel is encrypted via two encryption levels:

1. 128-bit encryption when connecting remotely to HealthEdge.
2. 40-bit encryption when connecting from HealthEdge to remote (i.e. Client) sites.

Access within HealthEdge over a wireless network is encrypted by 128-bit WEP encryption. Internal "over-the-wire" communications within HealthEdge are not encrypted. HealthEdge will continue to analyze its encryption configuration and make changes as appropriate.

2.2.2 Printing & Copying

Printed versions of PHI should not be copied indiscriminately or left unattended and open to compromise. The information being printed or copied is required to be strictly monitored. PHI printed to a shared printer should be promptly removed.
Media and hardcopy containing PHI must have access controls during transportation and disposal. PHI in hardcopy format must be disposed of in accordance with the policy *2.3 Disposal*.

2.2.3 Facsimile Transmittal

It is HealthEdge's policy to protect the facsimile transmittal of PHI and hold employees responsible for following proper procedure when PHI is sent via facsimile.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

PHI will be sent by facsimile only when the original record or mail-delivered copies will not meet the needs of the requester. PHI transmitted via facsimile must be limited to the minimum necessary to meet the requester's needs.

A facsimile cover letter must be used to send faxes containing PHI. All pages plus the cover page of all confidential documents to be faxed must be marked "Confidential" before they are transmitted.

HealthEdge employees must make reasonable efforts to ensure that they send the facsimile transmission to the correct destination, including:

- Preprogramming frequently used numbers into the machine to prevent misdialing errors.
- Periodically and/or randomly checking all speed-dial numbers to ensure their currency, validity, accuracy, and authorization to receive confidential information.
- For a new recipient, the sender must verify the fax number by requesting the recipient submit a faxed or email request for PHI, which would include the fax number of the recipient.
- Periodically reminding those who are frequent recipients of PHI to notify HealthEdge if their fax number is to change

The following types of PHI are protected by federal and/or state statute and may NOT be faxed or photocopied without specific written patient authorization obtained by the Client and sent to HealthEdge:

- Psychotherapy (records of treatment by a psychiatrist, licensed psychologist or psychiatric clinical nurse specialist).
- Other professional services of a licensed psychologist.
- Social work counseling/therapy.
- Domestic violence victims' counseling.
- Sexual assault counseling.
- HIV test results (Patient authorization required for EACH release request.)
- Records pertaining to sexually transmitted diseases.
- Alcohol and drug abuse records protected by federal confidentiality rules.

Misdirected Faxes
If, because of a misdial, the intended recipient does not receive a fax transmission containing PHI, check the internal logging system of the fax machine to obtain the misdialed number.

If possible, a phone call (supplemented by a note referencing the conversation) should be made to the recipient of the misdirected fax requesting that the entire content of the misdirected fax be

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

destroyed. If the recipient cannot be reached by phone, a misdirected fax letter should be sent to the recipient requesting that the entire content of the misdirected fax be destroyed.

The fax confirmation sheet or activity report, along with the misdirected fax letter, should be sent to the Privacy Officer. It is the responsibility of the department sending the misdirected fax to forward this information to the Privacy Officer. Misdirected faxes will be documented and retained by the Privacy Officer.

Except for the use of treatment, payment or healthcare operations, or as further authorized by federal or state law, a properly completed and signed patient authorization must be obtained by the Client and sent to HealthEdge before HealthEdge shall release any PHI.

2.2.4 Email

It is HealthEdge's policy to protect the security and integrity of PHI and hold employees responsible for following proper procedure when PHI is sent via email.

Email containing PHI must be treated with the same degree of privacy and confidentiality as the patient's medical record. PHI will only be included in an email when absolutely necessary, and will be limited to the minimum required. Whenever possible, email should be kept to the most general, non-confidential, terms. Emails containing PHI shall be distributed only to those recipients with both a need-to-know and the requisite access level. HealthEdge employees may use and disclose PHI through HealthEdge's internal and external email system only as authorized by and in compliance with the HIPAA Compliance Program.

2.2.5 Storage

This policy defines the standards, guidelines and procedures for the storage of PHI that all HealthEdge employees must strictly observe.

Outside of regular working hours, HealthEdge employees must clean desks and working areas to ensure that all PHI is properly secured, unless the immediate area can be secured from unauthorized access.

When PHI is being released through electronic means, HealthEdge employees must treat the protection of PHI in the same manner as PHI recorded on paper, thereby securing access to the electronic information to authorized personnel only.

When not in use, PHI must always be protected from unauthorized access. When left in an unattended room, such information must be appropriately secured.

If PHI is to be stored on a hard disk drive or other internal components of a personal computer or PDA (Personal Digital Assistant), it must be protected by either password or encryption. Unless encrypted, when not in use, this media must be secured from unauthorized access.

If PHI is stored on diskettes, CD-ROM or other removable data storage media, it cannot be commingled with other electronic information.

2.3 Disposal

PHI may only be disposed of by means that assure that it will not be accidentally released to an outside party. Managers must assure that appropriate means of disposal are reasonably

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

available and operational. Following are the guidelines and procedures that must be followed when disposing of hardcopy and electronic copies of PHI.

PHI must not be discarded in trash bins, recycle bins or other publicly accessible locations. Instead this information must be personally shredded. HealthEdge managers shall provide employees with access to shredders for proper disposal of confidential printouts containing PHI, in accordance with this policy.

Printed material and electronic data containing PHI shall be disposed of in a manner that ensures confidentiality.

HealthEdge's employees may dispose of the electronic PHI themselves using the following methods:

- Deleting on-line PHI using the appropriate utilities.
- Removing PHI from disk drives being replaced, using appropriate initialization utilities.
- Erasing diskettes to be re-used using a specialty utility to prevent recovery of data.
- Destroying discarded diskettes and CDs.

All PHI shall be removed from any and all computer hardware prior to its disposal. Any such PHI removed shall be documented and secured appropriately.

It is the individual HealthEdge employee's responsibility to ensure that the hardcopy or electronic copy has been secured or destroyed. It is the manager's responsibility to ensure that their employees are adhering to the policy.

2.4 De-Identified Health Information

De-identified PHI will be used for all QA, test and demonstration purposes. De-identified PHI is rendered anonymous when identifying characteristics are completely removed. PHI must be de-identified prior to disclosure to non-authorized users.

De-identification requires the elimination not only of primary or obvious identifiers, such as a patient's name, address, date of birth, and treating physician but also of secondary identifiers through which a user could deduce the patient's identity. For information to be de-identified the following identifiers of the individual (or of relatives, employers, or household member of the individual) must be removed:

- Names
- Geographic subdivisions smaller than a State
- Dates, except year, and all dates indicative of age
- Telephone numbers
- Fax numbers
- Email addresses
- Social Security Numbers
- Medical record numbers
- Health Plan beneficiary numbers
- Account numbers

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

- Certificate/license numbers
- Vehicle identifiers, serial and license plate numbers
- Device identifiers and serial numbers
- URLs
- IP address numbers
- Biometric Identifiers such as fingerprints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic or code

De-identified PHI will be used for quality assurance monitoring and routine utilization reporting. HealthEdge shall not utilize “Live Client Databases” that have not been de-identified for normal quality assurance purposes. However, nothing in this policy shall preclude HealthEdge from using PHI for quality assurance monitoring, routine reporting or otherwise to the extent such PHI has properly been de-identified in accordance with this policy.

If an authorized HealthEdge employee wishes to encrypt PHI when creating de-identified information the authorized HealthEdge employee must ensure that (1) the code or other means of record identification is not derived from or related to information about the individual and is not otherwise capable of being translated so as to identify the individual, and (2) anyone involved in the quality assurance project does not use or disclose the code or other means of record identification and does not disclose the mechanism to accomplish re-identification.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

3.0 Security Compliance Provisions

3.1 Security Officer

HealthEdge will appoint a Security Officer to provide the overall management of HealthEdge's security-compliance efforts and to assume responsibility for the management and supervision of (1) the execution and use of security measures to protect data, and (2) the conduct of personnel in relation to the protection of data.

- The Security Officer will act as liaison with HealthEdge's Privacy Officer and the HIPAA Compliance Committee to develop, administer and document security policies and procedures, and is responsible for establishing a "culture" of security compliance within HealthEdge. The Security Officer must be competent to handle security related issues as they occur. Accordingly, the Security Officer's role may expand upon unforeseen events.

3.2 Information Access Control

This policy provides that HealthEdge will take measures to control access to PHI. Following are HealthEdge's procedures governing the granting of different levels of access to PHI.

3.2.1 Access Establishment

Access to protected health information maintained by HealthEdge will be granted to individuals based on their job responsibility. The Privacy Officer shall review assigned levels of access on a periodic basis for appropriateness and revise as necessary.

3.2.2 Access Authorization

The Security Officer, with the assistance of the Privacy Officer, shall oversee the assignment of all user IDs/passwords and other user access authorizations. Both the Security and Privacy Officer shall maintain a list of all assigned user IDs/passwords and other user access authorizations. No other person shall have access to such information without the express approval of the Privacy Officer.

No employee shall improperly utilize another employee's ID/password or other user access authorization. In the event an ID/password or other user access authorization is improperly utilized, such employee(s) shall be subject to HealthEdge's disciplinary policies and procedures.

In the event an ID/password or other user access authorization is lost or forgotten, the employee shall immediately contact either the Security or Privacy Officer to report the event and obtain new access authorization.

3.2.3 Access Modification

An employee's right of access to functions/programs and PHI shall be modified upon a change in the employee's job function, or if specifically directed by the Privacy Officer. Unless otherwise directed by the Privacy Officer, upon a change in an employee's job function, the employee's right of access to functions/programs and PHI shall be modified in accordance with policy *3.2.1 Access Establishment*, above.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

3.2.4 Emergency Access

The Privacy and Security Officer shall have unlimited access to HealthEdge's computer systems and all files in the event of an emergency or the unavailability of key personnel.

3.2.5 Employment Termination

In the event a HealthEdge employee is terminated in accordance with the policy *1.3.1 Remedial Measures* HealthEdge will take active steps to prevent the former employee's access to PHI and require the return of all associated passwords and/or pass codes.

3.3 Security Configuration Management

HealthEdge will take all reasonable and appropriate measures to protect its corporate data assets, including equipment, software, and the PHI and other information it collects and maintains, from accidental or intentional unauthorized access, disclosure, modification and destruction. The Security Officer shall promote HealthEdge's commitment to achieving its security process.

Observance of data security policies, standards, and procedures is a condition of employment and failure to comply with the intent or specifics of these documents will result in disciplinary action, which may include termination.

The Security Officer will establish, publish, and enforce these security standards and procedures to prevent unauthorized access, disclosure, modification or destruction of PHI, and to develop and maintain data security awareness among all members of the workforce.

All data processing resources (e.g. software, servers, data) that are owned, used or maintained by HealthEdge shall be properly secured in accordance with this Policy and shall not be altered, destroyed or disrupted without authorization from the Security Officer.

HealthEdge has developed a Contingency Plan to maintain continuity of its operations in an emergency or disaster, and to enable recovery of PHI in its possession following disaster.

3.3.1 Hardware and Software

The uploading/downloading or installation/de-installation or copying of any software, files, data or peripheral hardware is prohibited without the prior written authorization of the Security Officer and must be performed in accordance with HealthEdge's established procedures.

The Security Officer or other authorized person shall ensure that all of HealthEdge's equipment and software is properly maintained.

The Security Officer or other authorized person shall periodically test the security attributes of HealthEdge's hardware and software.

HealthEdge must employ virus-checking software and update such software periodically in accordance with good business practices.

3.3.2 Security Testing

The Security Officer or other authorized person shall ensure that the security features of HealthEdge's systems are implemented as designed and that they are adequate for the proposed applications environment. This process must include functional testing, penetration

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

testing and verification. This requirement can be satisfied internally or through the use of outside vendors (e.g. hardware/software installation maintenance contracts, the use of intrusion detection software and security consultants.)

3.3.3 Risk Analysis/Management

The Security Officer shall, on a periodic basis (and, in the interim, should there appear to be a need), review system security. If the Security Officer becomes aware of a need to address a security issue, he/she shall bring this to the attention of the Privacy Officer of HealthEdge with a recommendation for approving additions. The Privacy Officer, with input as needed from the HIPAA Compliance Committee will balance costs versus need and make a determination as to what, if any, changes should be made to HealthEdge's security measures.

3.4 System Activity Review

The Security Officer will review records of system activity maintained by HealthEdge on a periodic basis and report the findings to the Privacy Officer. In performing this review, the Security Officer shall review all or some of the following system activities: logins, file accesses, and security incidents (e.g. whether a user's last login time is consistent with their work schedule and actual system usage).

The Security Officer will also review the records of system activity when a known or suspected security breach has occurred, even if it is not time for the periodic review. The Security Officer will then follow the procedures set forth in the section *Violations Reporting*.

3.5 Personnel Security

This policy shall provide that all HealthEdge personnel who have access to PHI have the required authorization as well as all appropriate clearances. The Security Officer is responsible for ensuring that the requirements of this Policy are satisfied.

The Security Officer or his or her designee will supervise all information system maintenance personnel when the personnel are near PHI. HealthEdge will take steps to ensure that information system maintenance personnel who are near PHI have proper access authorization, or that reasonable measures are taken to prevent PHI from being viewed by such individuals.

HealthEdge shall check references and/or perform criminal background checks of employees for employees with direct access to PHI, and will check identification of contractors who will be working on or near PHI.

HealthEdge will train system users, including information system maintenance personnel, in security awareness.

3.6 Physical Safeguards

This policy provides that HealthEdge will, to the extent possible, protect its physical computer system and related buildings and equipment from fire and other natural hazards, as well as intrusion. At a minimum, all employees and all authorized individuals of HealthEdge should adhere to the following physical access control procedures.

3.6.1 Media Controls

Only hardware and software approved by the Security Officer shall be used to conduct any HealthEdge business on its internal network, intranet and extranet. No employee may install

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

any hardware, software or computer peripherals to HealthEdge property without the prior approval of the Security Officer.

3.6.2 Physical Access Controls

- HealthEdge's computer systems are to be used only by HealthEdge employees, authorized contractors and business associates subject to HealthEdge's Role-Based Access Assignment policy.

- Lock all doors, entrance locations and windows of HealthEdge when unattended. HealthEdge's office will also be protected by an entrance way key system.

3.7 Workstation Use

HealthEdge must maintain secure workstations (including laptops and PDAs) to eliminate or minimize the possibility of unauthorized access to protected health information. Employees and contractors of HealthEdge should exercise prudence and common sense to maintain the security of information accessible from their workstation. At a minimum, the following procedures should be followed:

- Access to PHI will be limited to those employees or contractors who need such access for the business operations of HealthEdge, in accordance with the Role-Based Access Assignments.

- Passwords should be used for workstations that have the capacity to access PHI.

- Automatic screen savers and logoffs should be used when a computer is not being used for more than ten minutes.

- All workstations should be locked or turned off when unattended for more than a short period.

Security incidents should be promptly reported to the Security Officer if there is a reasonable belief that information has been wrongfully accessed or the workstation has been tampered with in any way. Each member of HealthEdge's workforce should be responsible for the security, integrity and confidentiality of information located in his or her office space or workstation.

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I have received, and have read, the HealthEdge HIPAA Compliance Program. I agree to abide by HealthEdge's HIPAA Compliance policies and procedures, as amended from time to time.

Signed: Signed by: Priyadharshini Sundaramoorthy 329E6D98CFFA491...

Date: 9/25/2024

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Appendix i: Security Incident Report Form

SECURITY INCIDENT REPORT FORM
FOR VIOLATIONS OF HIPAA SECURITY REGULATIONS

Reporter's Information (Optional): _____

Name: _____ Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____ Phone No.: _____

Nature and Substance of Report: (Please specify whether the alleged security incident concerns failure to follow policies related to HIPAA security regulations, the nature of any unauthorized disclosures or uses, of Protected Health Informatino, if any, or any other areas of suspected non-compliance. Also, please identify any employees, agents, or contractors associated with the incident(s) of non-compliance and the extent to which each are involved.)

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Appendix ii: Security Incident Log

HIPAA SECURITY INCIDENT LOG

Date	Reporter (Optional)	Nature of the Incident	Investigation Undertaken	Disposition (if any)

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Appendix iii: Security Sanction Log

HIPAA SECURITY SANCTION LOG

Date	Nature of the HIPAA Violation	Employee(s), Agents or Contractors Involved	Sanction

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HEALTHEDGE
BECOME A DIGITAL PAYER

India Employee Handbook

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Table of Contents

Welcome to HealthEdge 5

1. About this Handbook 6
2. Non-Disclosure Statement 6
3. About the Company 7
4. Equal Employment Opportunity Employer 7

4.1 Open Door Policy 8

4.2 Respectful Workplace Policy 8

4.3 Conflict Resolution 9

4.4 Alcohol & Drug-Free Workplace 9

4.5 Nonsmoking Policy 10

5. Induction and Joining 10

6. Medical Examination 10

7. Bank Account Opening 10

8. Employee Data Privacy Notice 11

9. Workplace Expectations 12

9.1 Attendance and Punctuality 12

9.2 Confidentiality 12

9.3 Non- Solicitation and Non-Competition: 14

9.4 Customer and Public Relations 15

9.5 Dress Code 15

9.5.1 Casual Business Attire Recommendations 15

9.5.2 Dress Code for Travel, Client Interaction, and Trade Shows 15

10. Flexible Work 16

10.1 Inclement Weather and Storm Emergencies 16

11. Conflicts of Interest 16

11.2 Outside Employment 16

11.2 Employment of Relatives and Friends 17

11.3 Romantic Relationships 17

12. Personnel Records and Personal Data Changes 17

13. Employer-Sponsored Social Events 18

13.1 Training and Development 18

13.2 Performance Reviews 18

13.3 Posting of Openings 19

13.4 Promotions, Transfers and Reassignment 19

13.5 Resigning from HealthEdge 19

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

13.6 Employment Verification 19
14. Employment Classifications 19
14.1 Employment Categories 19
14.2 Work Schedules 20
14.3 Timekeeping 20
15. Compensation & Other Benefits 20
15.1 Pay Period 20
15.2 Paycheck Deductions 20
15.3 Pay Adjustments 20
15.4 Expense Reimbursement 21
15.5 Salary 21
15.6 Statutory Benefits 21
15.6.1 Provident Fund 21
15.6.2 ESIC (Employee State Insurance): 21
15.6.3 Statutory Bonus: 21
15.6.4 Gratuity: 21
15.7 Taxation 22
15.8 Insurance 22
15.9 Loan against future salary 22
15.10 National Pension Scheme 22
15.11 Car Lease Policy 22
16. Leave 22
16.1 Paid Holidays 22
16.2 Earned/ Sick Leaves 23
16.3 Maternity Leaves 23
16.4 Paternity Leaves 24
16.5 Bereavement Leaves 24
16.6 Leaves without Pay 24
16.7 Voting Leave 24
17. Workers' Compensation Insurance Policy 24
18. General Safety & Security Policy 25
18.1 Zero Tolerance Policy 25
18.2 Prohibited Conduct 25
18.3 Reporting Incidents of Violence 25
18.4 Violations 25
18.5 Retaliation 25

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

18.6 Third Party Disclosures 26
18.7 Workplace Property and Right to Inspect 26
18.8 Confidentiality and Nondisclosure of Trade Secrets 26
18.9 Computer and Software Security 26
18.10 Social media policy 27
18.11 HealthEdge Security and Privacy Training 27
18.12 Work-Related Information and Technology 28
18.12.1 Use of Communication and Computer Systems 28
19. Media Policy 30
20. Anti-Sexual Harassment Policy 30
21. Anti-Bribery Policy 33
22. Whistleblower Policy 34
22.1 No Retaliation 34
23. Closing Statement 34
24. Acknowledgement of Receipt and Review 35

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B



Welcome to HealthEdge

Welcome! You have just joined a team of dedicated and creative professionals. We hope that your employment with HealthEdge Technologies India Pvt Ltd. (HealthEdge or Company) will be rewarding and challenging. As an employee of HealthEdge, the importance of your contribution cannot be overstated. Every one of you plays an integral role in the integrity and success of our Company. Our goal is to provide the best technology and the highest quality of service and to do this more efficiently than our competitors. By satisfying our customers' needs, they will continue to do business with us and recommend us to others. Every role our employees play is an important part of this process, regardless of whether their work directly or indirectly influences our Company's reputation.

At HealthEdge, we strive to live by our Core Principles:



We believe that your *employee experience is inextricably connected to the customer experience*. The importance of imagining a better way using *first principles thinking*. That *cross-functional* collaboration is critical in a dynamic and matrixed organization like ours and that *continuous improvement* is both a mindset and an operational imperative. Lastly, when we follow all this together, we are achieving *engineering excellence*. I encourage you to revisit these videos (links embedded) and remember the strength we hold when we exercise these together.

Within this handbook, we have worked to define our expectations and direct you to the tools to be successful within our organization and to live these pillars. We are glad you have joined the HealthEdge team, and we hope you will find your work to be both challenging and rewarding.

All the best,

Steve Krupa
Chief Executive Officer

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

1. About this Handbook

We prepared this handbook to assist you in finding the answers to questions that you might have regarding your employment with HealthEdge. The policies, procedures, and benefits included are meant to make you aware of what HealthEdge expects from you, and what you can expect from HealthEdge. You are responsible for reading and understanding this handbook.

We do not expect this handbook to answer all your questions. If you have any further questions, please speak with your manager or Human Resources for more information.

Many matters covered by this handbook, such as benefit plan descriptions, are also described in separate documents. Those separate documents may be updated on a more frequent basis and would supersede an inconsistent statement made in this handbook. If you find inconsistencies or have questions, please contact Human Resources. Thank you.

This handbook is a summary of the HealthEdge employee-related policies, practices, rules, and benefits for your information/education. The handbook is not, nor should it be, an agreement or contract of employment, express or implied, or as a promise of treatment in any particular manner in any given situation. HealthEdge may, at any time, at its sole discretion, modify, or vary from, anything stated in this handbook with or without advanced notice. This handbook supersedes all prior handbooks, manuals, policies, and procedures issued by the company. In case of any conflict between the terms of the handbook and your employment contract, the terms of your employment contract shall prevail.

The competitive environment and other conditions of this business are constantly changing. HealthEdge, therefore, expressly reserves the maximum amount of discretion permitted by law to administer, interpret, discontinue, review, modify and change any of its respective benefits, policies, and plans, including those covered in this handbook, at any time with or without prior notice. Changes shall become effective on the dates determined by HealthEdge. You may not rely on policies that have been amended and replaced. No manager or representative of HealthEdge has the authority to alter the foregoing.

If you are uncertain about any policy or procedure, please check with your manager or the Human Resources Department.

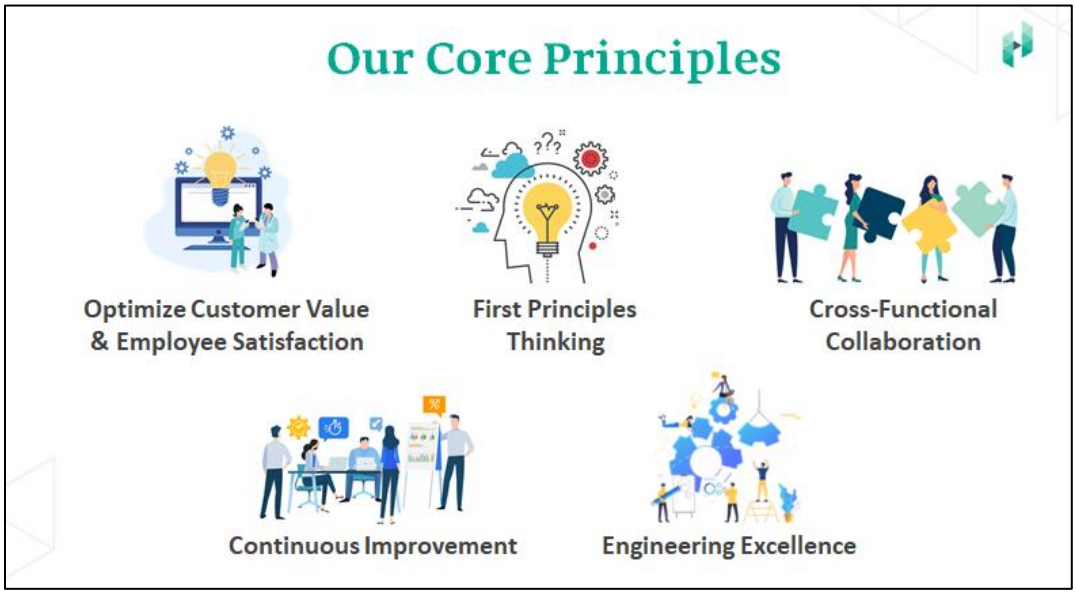
2. Non-Disclosure Statement

This handbook is the property of HealthEdge. No part of this handbook may be reproduced or transmitted in any form or by any means, electronic or hard copy, including photocopying, recording, or information storage and retrieval system or otherwise, for any business/commercial venture without the express written permission of HealthEdge. The information contained in this handbook is strictly limited to use by HealthEdge and its employees. The disclosure of this handbook to competitors is prohibited. Making an unauthorized disclosure of this handbook is a serious breach of the HealthEdge standards of conduct and ethics and shall expose the disclosing party to disciplinary action and other liabilities as permitted under law.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

3. About the Company

Mission, Vision and Core Principles



4. Equal Employment Opportunity Employer

The Company is an Equal Opportunity Employer. We are committed to a work environment that is free from discrimination and where employees are treated with dignity and respect. It is the policy and practice of the Company to prohibit any form of discrimination or harassment based on age, race, color, creed, religion, national origin or ancestry, sex (including gender, pregnancy, sexual orientation, and gender identity or expression), genetic information, physical or mental disability, HIV status, citizenship, past, present current or prospective service in the uniformed services or any other characteristic protected under applicable central, state or local law.

We adhere to these principles in all aspects of employment, including recruitment, hiring, learning & development & training, compensation, promotion, benefits, social and recreational programs, and disciplinary actions. In addition, it is the policy of HealthEdge not to discriminate against qualified individuals with disabilities regarding application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. We provide reasonable accommodation to qualified employees who have protected disabilities to the extent required by applicable laws, regulations, and ordinances where a particular employee works.

Additional Guide for Persons with Disabilities

We provide equal opportunity to persons with disabilities who may be considered for employment. Once employed, we also endeavor to provide them with necessary facilities and amenities to enable them to effectively discharge their duties for which they are employed.

Identification of Positions

The jobs for which persons with disabilities could be considered would be identified by the Human Resources Department from time to time. The list of positions that may be identified shall be placed on the noticeboard at the office as they arise.

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Manner of Selection

We adopt a transparent selection process based on merit and without any bias to disabilities of the prospective candidate. Candidates with necessary disability certificates issued in accordance with law shall be considered for the identified positions.

Post Recruitment

We may provide necessary training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods shall be determined by the Human Resources Department from time to time and its opinion shall be final.

Leaves

Persons with disabilities will be governed by rules of leave as is applicable to other employees of the HealthEdge.

Accessibility

We will comply with applicable law in providing suitable infrastructure to enable employees with disabilities to have access to common facilities, including physical environment, transportation, information, and communications.

Additional Guide for Transgender Persons

With respect to transgender employees, we shall endeavor to provide for necessary infrastructural facilities, safety and security measures and amenities so as to enable them to effectively discharge their duties. All HealthEdge policies shall be equally applicable to transgender employees and confidentiality of their gender identity shall be maintained by HealthEdge.

It is the goal of HealthEdge to promote a workplace that is free of all forms of harassment. This includes harassment against employees or any other covered persons because of race, religion, creed, national origin, ancestry, sex, gender (including sexual orientation, gender identity or expression, and status as a transgender or transexual individual), age, physical or mental disability (including pregnancy), past, present, or future.

4.1 Open Door Policy

The practice of an open-door policy is to enable open communication in an environment of trust and mutual respect that creates a solid foundation for collaboration, growth, high performance, and success across the organization.

We accomplish this by:

- establishing open, honest communication between managers and employees as a day-to-day business practice
- encouraging employees to seek counsel, provide or solicit feedback, or raise concerns within the company

Questions about this policy may be directed to Human Resources.

4.2 Respectful Workplace Policy

HealthEdge is committed to facilitating a positive work environment in which all employees are treated with respect and dignity, and we strive to provide a comfortable and productive work environment. As we continue to evolve as a global organization, it is important to remember that there will be some cultural norms that vary between employees. Courtesy, tact, and consideration should

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guide each employee in relationships with fellow employees and customers. Each employee must show maximum respect to every other employee.

As we continue to expand globally, we must remember that what might be commonplace in one location may be perceived as offensive elsewhere. To be stewards of our inclusive culture it is our job to make sure our communication with one another is considerate of all parties.

We strive to remain an organization where all employees feel welcomed and safe at work. It is our responsibility as employees to conduct ourselves in a professional manner that fosters inclusivity and respect.

4.3 Conflict Resolution

Although most problems can be resolved informally through dialogue between an employee and an employee's immediate manager, if a matter has been brought to the manager's attention and an employee does not believe they have received a sufficient response, or if an employee believes the manager is the source of the problem, the employee should present their concerns to Human Resources.

If an employee is uncomfortable bringing the problem to Human Resources or upper management, we provide you with a safe and secure space where you can submit a report, https://speakup.healthedge.com/ . Your report will be forwarded to us immediately and discreetly for review and proper handling.

4.4 Alcohol & Drug-Free Workplace

HealthEdge maintains a alcohol & drug-free workplace. The unlawful use, possession, distribution, transfer, purchase, sale, or distribution of controlled substances or drug paraphernalia by an individual anywhere on company premises, and while on company business or while representing the Company (whether or not on company premises) is strictly prohibited. Employees and other individuals who work for HealthEdge also are prohibited from reporting to work or working while they are under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work.

The possession, use, or consumption and marijuana/cannabis, in any form, is strictly prohibited on Company premises. Employees may not report to work, attempt to work, or remain at work, while under the influence of marijuana/cannabis. In addition, no employee may operate a vehicle, or any equipment owned or leased by HealthEdge after consuming marijuana/cannabis, in any form. Any employee who has been prescribed marijuana as a treatment for a medical condition and is seeking accommodation in connection with Company policies should notify Human Resources with medical certificate establishing the same.

HealthEdge maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals who must use controlled substances during work hours, which might impair the employee's ability to perform their duties. These employees are responsible for informing their managers of the possible side effects (for example, drowsiness, impaired reflexes, or reaction time) of the drug on performance and its expected duration of use.

Violation of this policy will result in disciplinary action, up to and including discharge.

HealthEdge may also conduct drug and alcohol testing if and when there is reasonable cause to suspect an employee is under the influence of drugs and/or alcohol while on HealthEdge property or HealthEdge time. An employee's refusal to submit to the test at the time requested may result in disciplinary action up to and including termination of employment.

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4.5 Nonsmoking Policy

HealthEdge maintains a smoke-free environment for its employees, customers, and visitors. This includes but is not limited to, the use of cigarettes, e-cigarettes, vape pens, etc. Except for designated areas, smoking is prohibited inside office buildings and within 25 feet of HealthEdge offices.

5. Induction and Joining

On joining HealthEdge, every employee is required to complete the onboarding process through HRMS as well as submit various documents that will facilitate and ease the transition into our system. New joiner shall be required to fill Employee Information in HRMS during onboarding. All new joiners shall also be required to upload the following documents in HRMS, on the date of joining.

Once the new joiner submits the required documents, HR will facilitate the following-

- Issuance of Appointment letter and signing of the same
- Signing of HealthEdge Acceptable Use and Personnel Security Agreement
- Signing of HealthEdge HIPAA Compliance
- Signing of Employee Handbook

HealthEdge relies upon the accuracy of information contained in each employee's employment application, as well as the accuracy of other information disclosed during the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any information may result in the exclusion of the individual from further consideration for employment or, if the individual has already been hired, disciplinary action, up to and including termination.

6. Medical Examination

At any time during employment, if the Company has any concern about the physical/mental fitness of an employee to perform his/her duties, such employee may be advised to seek medical attention. The examination will be conducted by the Medical Officer / Hospitals / Diagnostic Centers / Clinics identified and approved by the HealthEdge for this purpose, and the employee, may at the discretion of the HealthEdge, also be required to bear costs of undergoing any tests in this regard.

7. Bank Account Opening

An employee may need to open a salary account with the bank specified by the Company. This is required for crediting the salary. For the purpose of opening an account, the employee will have to complete the salary account opening form provided and hand it over to the respective department. On intimation, the employee should be available at the designated time to meet the bank representative for account opening. For the purpose of opening the account, the employee shall provide the relevant documents as required by the bank, which shall include a passport size photograph, address proof and identity proof documents.

If the employee already has an account with the specified bank, he/she may submit the following details:

- Bank Name
- Bank Account Number
- Branch Name
- IFS Code

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8. Employee Data Privacy Notice

Every employee is required to furnish all particulars, as may be requested by the Company at the time of joining (and whenever there is a change) with supporting documentation. The Company may collect the following types of sensitive personal data or information from you:

- Gender
- financial information such as bank account details, credit card information, debit card information;
- login ID and password;
- physical, physiological, and mental health condition;
- medical records and history including vaccination and other health related records;
- biometric information including any biometric information required from the employee for identity authentication purposes;

The Company may also collect other types of personal information from you which is necessary for the purposes mentioned below. You unequivocally consent to the Company collecting, using, or disclosing your personal information as enumerated in the Information Technology (Reasonable Security practices and procedures and sensitive personal data and information) Rules, 2011.

Usage of personal information

Such data or information may be collected, used, or disclosed for purposes such as

- to enable the efficient functioning of the Company's business;
- to administer the employment relationship;
- processing of information in connection with your employment with HealthEdge, such as processing payments, conducting background checks, generally discharging all human resource management activities in the legitimate interest of the Company.
- to transfer information about the employees if HealthEdge is acquired by or merged with another company;
- to administer or otherwise carry out HealthEdge's obligations in relation to the employee's employment with HealthEdge;
- to respond to subpoenas, court orders, or legal process, or to establish or exercise HealthEdge's legal rights or defend against legal claims;
- to investigate, prevent, or take action regarding illegal activities, suspected fraud or as otherwise required by law;
- for health and safety of employees at the workplace; and
- for proctoring any training sessions.

By providing acknowledgment below, the employee hereby consents to the collection, storage, disclosure, processing and transfer of any personal information or any other information as disclosed under this policy for the intended purposes as mentioned above.

You also consent to the Company transferring such personal information within the organization (including group companies of the Company, their agents and service providers located in India and abroad) to other states, territories or countries as required under applicable law for internal administrative purposes.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Security

The Company has implemented reasonable security practices and procedures, commensurate with the risk, to ensure that any data that you provide to us is protected. The employees acknowledge that such steps are never completely secure particularly in the context of the internet and that HealthEdge cannot provide any absolute assurance regarding the security of personal information. To the fullest extent permissible by applicable law, HealthEdge disclaims any liability in relation to any breach of security or unintended loss or disclosure of information in relation to personal information. The Company shall delete any sensitive personal data once it is no longer needed for the purposes mentioned above.

You irrevocably agree to execute any other additional document(s) which HealthEdge/ any third-party agency acting on its behalf may require in order to better perfect its rights in this regard. Except for the purposes mentioned herein, under your employment agreement or if required under applicable law, the Company will not disclose to any third party or otherwise use personal information without your prior consent.

Employee files are maintained by the HR Department and are considered confidential. Managers and supervisors may only have access to personnel information on a need-to-know basis.

Access

Every employee is required to keep their personnel records up to date by informing Company of any changes to their personal information, including changes to address; contact numbers; educational and professional qualifications; marital status (for benefit enrolment); passport details; bank account number and branch (for pay roll), emergency contact details etc. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Further, an "out of date" emergency contact or an inability to reach an employee in a crisis may be extremely problematic. Every employee has the right to add their comments to any disputed item in the file. In such cases, you may demand correction or amendment to any information found to be inaccurate or deficient. You understand that the information collected by the Company is relevant for your employment with the Company.

You may contact Manager- Human Resources in the event you have any grievance in relation to any of the information that you have provided to the Company and the manner in which it is used.

9. Workplace Expectations

9.1 Attendance and Punctuality

To ensure adequate staffing, timely and regular attendance is an expectation of performance for all HealthEdge employees. Employees should notify their manager in advance of any planned time away from work. If an employee has an unplanned circumstance that will affect their attendance, they should contact their manager as soon as possible.

If an employee is absent and fails to contact their manager for five (5) consecutive business days they will be considered absconded, and the Company has the sole discretion to take steps as mentioned in the appointment letter.

9.2 Confidentiality

1. The term Confidential Information shall mean without limitation, any or all information disclosed, either directly or indirectly, in written, representational, electronic, verbal or other form, relating

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directly or indirectly to the present or potential business, operations or financial condition of or relating to HealthEdge, its associated companies or any of their respective clients and customers. Confidential Information shall specifically include any: (i) proprietary information, technical data, or know-how, inventions, innovations, information on research, product plans, products, services, suppliers, distributors, customer lists and customers, prices and costs, markets, software, developments, inventions, laboratory notebooks, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, information and plans, licenses, finances, budgets or other business information disclosed to you by HealthEdge or created by you during the period of your employment with HealthEdge, whether or not during working hours; (ii) all confidential and proprietary trade secrets, and/or all other information belonging or relating to HealthEdge or any associated company's business that is not publicly and widely known or not known by actual or potential competitors of HealthEdge or any associated company; (iii) proprietary information relating to the development, utility, operation and functions of HealthEdge or any associated company, business plans, services, ideas, strategies, data related to any or all employees, customers or prospective customers, unpublished financial statements, and other financial details, computer programming techniques, methodologies and related technical information, forecasts, price quotes, bids, controls, operating procedures, organization responsibilities, operating manuals, user manuals, documentation, source code and any and all information pertaining to HealthEdge's business either now or in the future in any form whatsoever; (iv) any confidential or proprietary information received by HealthEdge from third parties subject to a duty on HealthEdge's part to maintain the confidentiality of such information and to use it only for certain limited purposes.

2. You hereby agree that as a consequence of your employment with HealthEdge, you have and will be given access to Confidential Information of the Company or an associated company. You agree that while being employed by HealthEdge, and upon termination of your employment, you shall hold such Confidential Information in strictest confidence and shall not, directly or indirectly, use for your benefit or use for/disclose to any person or entity or make any copies of, any Confidential Information other than for the benefit of HealthEdge and its associated companies and in the course of performing your duties and/or as otherwise authorized by HealthEdge.

3. The parties agree that Confidential Information shall not include information that: (i) is, or hereafter becomes, through no act or failure to act on your part, publicly known or available; (ii) is known to you at the time of receipt of such information. You shall immediately on receipt of such information disclose to HealthEdge that such information was already in your possession; (iii) is hereafter furnished to you by a third party, as a matter of right and without restriction on disclosure, there being no obligations of confidentiality attached to the source of such information. You shall immediately on receipt of such information inform HealthEdge of the same.

4. Without prejudice to the generality of this Clause:

   (i) You shall not try to gain access to any Confidential Information, except as entrusted to you in furtherance of your duties. You shall not attempt to access any databases, including but not limited to customer databases and other Confidential Information, which HealthEdge has expressly prohibited you from accessing. If for any reason, you gain access to such Confidential Information, you shall immediately inform HealthEdge of the same and the reasons for gaining such access/intrusion. You shall, in any case, maintain utmost confidentiality of such Confidential Information.

   (ii) You shall not reproduce the Confidential Information in any form except with the prior written consent of HealthEdge. Further, you shall ensure that the Confidential information does not fall into the hands of third parties or is not put to any unauthorized use.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

(iii) Your confidentiality obligations shall not prevent you from disclosing the same if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided you give HealthEdge notice of such intended disclosure and an opportunity to oppose the same.

(iv) You confirm that all Confidential Information shall remain the sole and absolute property of HealthEdge or the associated company (where relevant), and you hereby transfer to HealthEdge or its assignee any and all right, title, or interest, including without limitation any intellectual property rights, in and to any of the Confidential Information or part thereof that may be created in whole or part by you during the course of your employment with HealthEdge. You agree that you shall not ever directly or indirectly copy, duplicate, disseminate, publish, transfer, disclose, or divulge any of the Confidential Information to any firm, individual, entity, institution or other third party, unless specifically authorized in writing by HealthEdge.

(v) At the time of leaving the services of HealthEdge, you shall return all materials/documents of confidential nature and other property, which you may be in possession of or which are under your control. You shall indemnify and keep indemnified HealthEdge against any and all claims, damages, losses, which HealthEdge may suffer, on account of any unauthorized use by you of HealthEdge property and the Confidential Information, and also on account of any breach by you of any of the other terms and conditions contained herein, which survives your severance of employment from the Company.

(vi) The provisions of this Clause shall apply, notwithstanding that you may have inadvertently, or without authorization, obtained access to or otherwise come into possession of the Confidential Information.

(vii) You represent that your performance as an employee of the Company has not breached and will not breach, any agreement to keep in confidence, proprietary information, knowledge or data acquired prior to the commencement of your employment relationship with HealthEdge.

(viii) In order to secure or preserve Confidential Information, HealthEdge shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

(ix) You agree that during the course of employment with HealthEdge and at any time thereafter, you shall not use any Confidential Information of HealthEdge: (i) to attempt to negatively influence any of HealthEdge's clients or customers from purchasing HealthEdge's products or services, (ii) to solicit or influence or attempt to influence any client, customer or other person either directly or indirectly, to direct its purchase of products and/or services to any other person, firm, corporation, institution or other entity.

(x) You shall not at any time during and after your employment with HealthEdge make any false, defamatory or disparaging statements about HealthEdge, its employees, officers or directors.

9.3 Non- Solicitation and Non-Competition:

You hereby acknowledge that in the course of your employment with HealthEdge, you will have access to and knowledge about Confidential Information of HealthEdge and its associated companies, and would have dealings with customers, or prospective customers of HealthEdge or any associated company. Accordingly, you hereby undertake to HealthEdge that you will not, for the duration of your

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

employment term, and for a period of 12 (Twelve) months thereafter, either directly or indirectly through an agent, company, partnership or as a shareholder, joint venture partner, collaborator, consultant, advisor, principal contractor or sub-contractor, director, trustee, committee member, office bearer or agent or in any other manner whatsoever, whether for profit or otherwise:

a) be concerned in any business that directly or indirectly competes with the business of HealthEdge;

b) solicit, recruit, encourage or induce any employees, directors, consultants, contractors or subcontractors of HealthEdge to leave the employment of HealthEdge, either on your behalf or on behalf of any other person or entity;

c) hire directly or through another entity, any person who is an employee, director, consultant, contractor or subcontractor of HealthEdge;

d) induce or attempt to induce any customer, supplier, licensee or other business relation of HealthEdge to cease doing business with HealthEdge or in any way interfere with the relationship between any such customer, supplier, licensee or business relation and HealthEdge:

e) solicit, or assist in soliciting, or accept, or facilitate the acceptance of, or deal with, in competition with HealthEdge, the customer and/or business of any customer or prospective customer of HealthEdge;

f) The parties hereto recognize that the foregoing covenants and the time and other limitations with respect thereto, are reasonable as to the period, territorial limitation and subject matter, and are properly required for the adequate protection of the value and goodwill of HealthEdge, and agree that such limitations are reasonable with respect to the business activities of HealthEdge.

9.4 Customer and Public Relations

HealthEdge strives to provide the best products and services possible to our employees and clients. As a company, we must remember customer satisfaction is determined by the quality of service each employee provides. As a result, all employees must be sensitive to the importance of providing courteous treatment to both our customers as well as our co-workers. If an employee is having challenges with a customer, client, or visitor, the employee should notify their manager immediately. Abusive or discourteous treatment of customers may result in discipline up to and including termination.

9.5 Dress Code

HealthEdge maintains a relaxed, casual, and informal dress code to enable our employees to work comfortably in the workplace. Not all casual clothing is suitable for work, however, as such these guidelines help determine what is appropriate to wear.

9.5.1 Casual Business Attire Recommendations

In a casual work setting, employees should wear clothing that is comfortable and practical for work, but not distracting or offensive to others. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Neutral logos such as sports teams, universities, fashion brands, and the company logo are welcome. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests **is not** appropriate for a professional, casual appearance at work.

9.5.2 Dress Code for Travel, Client Interaction, and Trade Shows

Business casual dress should be observed when representing the company or interacting with customers or potential customers.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Before visiting a customer or potential customer, confirm the accepted dress code and match it to your attire. This is especially important when you are traveling globally representing the company as customs and dress may differ from those observed in the local country.

10. Flexible Work

HealthEdge may allow an employee to work at home, on the road, or in a satellite location for all or part of their regular work week at the employee's request and requirement. Remote working is subject to written approval of the employees' managers and HealthEdge's business requirements. As further stated in the Flexible Work Policy, the Company has established a hybrid workforce model. Working remotely is not an entitlement. Working remotely may be appropriate for some employees and jobs but not for others.

The responsibility for fulfilling all tax, insurance, and any other legal obligations for the business use of an employee's home rests solely with the employee. Employees must notify the Company if there is a change in home address. All policies, including acceptable use, conduct, and electronic communication policies, are expected to be followed when working remotely. Employees cannot work remotely from locations outside India unless permitted by HealthEdge. Accessing company information from outside of the home country is strictly prohibited unless specifically arranged. When traveling, please check with the Compliance and Security teams before your trip for guidance. In the same way as if you were working onsite, you are expected to communicate any changes to your schedule ahead of time to your manager, and let your team know if you will be away from your home/remote office or otherwise offline for an extended period of time (e.g., personal appointments, sick leave, or other time off work.).

For more details, please check the Flexible work policy on local HRIS.

10.1 Inclement Weather and Storm Emergencies

HealthEdge will remain open during inclement weather conditions for those who can safely travel to an office. If an employee leaves an office early or determines they will work from home due to inclement weather, the employee should communicate their decision with their manager. If HealthEdge must close during normal work hours and/or dismiss employees early owing to any emergency or government requirement, employees will be notified of such and granted a balance of the workday with pay.

11. Conflicts of Interest

Employees should always act in the best interest of HealthEdge and are not permitted outside interests that interfere or appear to interfere with Company interests or the employee's work-related duties. Any actual or potential conflict of interest must be disclosed to Human Resources and the Legal department. HealthEdge will investigate all concerns regarding conflicts of interest and will determine whether a conflict of interest exists and what action should be taken.

HealthEdge prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a potential conflict of interest or cooperating in related investigations.

11.2 Outside Employment

Outside employment, which interferes with an employee's productivity or which may result in a conflict of interest is prohibited.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

11.2 Employment of Relatives and Friends

A familial relationship among employees can create an actual, or at least a potential, conflict of interest. Employees must disclose when friends and relatives apply or are referred for open positions. Employees referring family members will be eligible for a referral bonus only if they are working in separate departments/teams. Relatives or members of the same household will not be employed within the same department or be placed into a position where a relative may be involved in decisions regarding initial employment, retention, promotion, salary, or other conditions of employment.

11.3 Romantic Relationships

The Company desires to avoid misunderstandings, actual or potential conflicts of interest, complaints of favoritism, possible claims of sexual harassment, and employee morale and discord problems that can potentially result from romantic relationships involving managerial and supervisory employees in the Company or certain other employees in the Company.

All employees, both managerial and non-managerial, are discouraged from fraternizing or becoming romantically involved with other employees, when, in the opinion of the Company, their personal relationships may create a conflict of interest, cause disruption, create a negative or unprofessional work environment or present concerns regarding supervision, safety, security or morale.

A manager or supervisor, who becomes romantically involved with someone he/she supervises and with someone whose terms and conditions of employment he/she can influence, exposes him/herself and the Company to charges of favoritism, improper use of authority, and possibly sexual harassment. To avoid the dangers of management fraternization with a subordinate employee and to help prevent even the appearance of improper conduct, it is the Company's policy that managers, supervisors or any other employee who has the authority to directly or indirectly affect the terms and conditions of another's employment shall not fraternize with that employee. The fraternization prohibited by this policy includes dating, romantic involvement, or sexual relations.

All employees should also remember that the Company maintains a strict policy against unlawful harassment of any kind, including sexual harassment. The Company will vigorously enforce this policy consistent with all applicable laws.

12. Personnel Records and Personal Data Changes

Human Resources is required to maintain up-to-date information on each employee both for personnel-related matters (including payroll) as well as in the event of an emergency. Employees can access and make many changes directly within our HRIS (UKG and local HRIS).

Employees are responsible for providing HealthEdge with the following accurate personal information:

- Name – To change one's names will require proof of UIDAI (Unique Identification Authority of India)
- Address & Telephone number including emergency contact
- Marital status
- Changes in dependents
- Changes in beneficiaries

Failure to provide the information above may result in loss of or delay in benefits.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

13. Employer-Sponsored Social Events

HealthEdge holds periodic social events for employees. Attendance at these events is voluntary and is not considered work-related duties.

Employee health and safety are paramount at HealthEdge. The consumption of alcoholic beverages must be done responsibly. Alcohol may be served occasionally at HealthEdge social events. Employees do not have to partake in the consumption of alcohol. For those employees who do choose to consume alcohol, a moderate amount is permitted as long as the employee's conduct and demeanor always remain business-like and professional. Employees should refrain from drinking and driving and are encouraged to call a Cab, or by appointing a designated driver. Employees' conduct should not reflect detrimentally on HealthEdge.

13.1 Training and Development

HealthEdge encourages employees to enhance their knowledge and skills and to network with other professionals, thus improving the potential for future opportunities. HealthEdge recognizes that for development purposes, employees may need to attend training seminars or workshops conducted off-site or join professional associations that will enable them to remain abreast of best practices in their respective fields.

Attending or participating in these activities may be either at the request of an employee or required by HealthEdge. For company-sponsored participation, the employee and/or managers should provide a written request (email sufficient) to their department head for approval. The request should include:

- Date, time, and location of the event
- A justification for the employee's attendance
- The cost of attendance

Additionally, HealthEdge recognizes that for development purposes, employees may need to pursue certifications, license, or higher education to enable them to remain abreast of best practices in their respective fields. The employee and/or managers should provide a written request to their department head for approval. The request should include:

- A justification for the employee's certification, license, or tuition
- The cost of attendance

Once approved, the employee should submit the approved amount, with receipt documentation, in local expense tool. In all approval mails make sure to include your HRBP/L&D POC.

13.2 Performance Reviews

Performance evaluations are conducted regularly to provide both you and your manager with the opportunity to discuss your job tasks, goals, and objectives, accomplishments, strengths/ growths, identify improvement/ development needs and plans to address them as well as discuss your career goals. In addition, during these more formal performance evaluations, HealthEdge encourages you and your manager to discuss your job performance on an ongoing basis.

HealthEdge uses a Progressive Coaching Approach to address underperformance. If your manager has identified a gap in performance, you will work in collaboration to come up with an action plan to address the gap. This collaborative, empowering approach is intended to give you every opportunity for success. If you fail to succeed or refuse to participate in such plan or other types of job trainings arranged by HealthEdge, Company reserves the right to terminate your employment. Please contact your HR Business Partner with any questions regarding Progressive Coaching.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

13.3 Posting of Openings

HealthEdge desires to promote qualified employees from within where it believes that is possible, consistent with the need to ensure that all positions are staffed by highly competent individuals. New job openings will be posted concurrently with Talent Acquisition practices and where possible advertised internally. For details, please refer India Referral Bonus Policy on the local HRIS.

13.4 Promotions, Transfers and Reassignment

It is our policy to promote from within when a highly qualified candidate is available. Promotions are made on an equal opportunity basis according to the employee possessing the needed skills, education, experience, and other qualifications that are required for the job.

HealthEdge is committed to the professional growth and development of employees. As we continue to grow, so will opportunities to develop and enhance the skill set in both employee's current role, and/or in a new position with the organization. Employees are encouraged to apply for open positions for which they may be qualified when they meet the required criteria.

For more details, please check the internal movement guidelines on local HRIS.

13.5 Resigning from HealthEdge

Should an employee decide to leave HealthEdge, we ask that they provide their manager with a notice of 2 months in case of confirmed employee and 1 month in case the employee is under probation period, unless otherwise specified in their employment contract. Employee can inform about resignation via email to manager and HR Business Partner. They are also required to mark their exit in the local HRIS system. Human Resources will schedule an exit interview and provide you with instructions on the further process.

An employee's mailing address and email id should be updated in UKG and local HRIS if the address should change during the calendar year in which termination occurs so that tax information (Form-16) will be sent to the proper email id.

Any earned leaves subject to statutory limit will be encashed on basic salary along with the full and final settlement.

Employee exit can be due to following reasons:

- Resigning from the Job – Voluntary exit
- Retirement – at the age beyond 58 years
- Termination – Involuntary exit due to poor performance, misconduct or breach of employment contract

13.6 Employment Verification

HealthEdge will confirm dates of employment and job titles only. Any requests for employment verification should be emailed to respective HR DLs on the basis of work location with the corresponding verification form.

14. Employment Classifications

14.1 Employment Categories

- Full Time Employees – these employees are working on the payroll of the organization and are eligible for all the benefits provided by the company.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

- Fixed-term Employees- these employees are working on the payroll of the organization for a fixed-term and may be entitled to pro-rated benefits based on their terms of employment and applicable laws.

14.2 Work Schedules

Standard working hours at HealthEdge India offices are from 10.00 am to 7:00 pm, Monday through Friday. Some departments' hours may vary. Your manager will advise you if your department's schedule varies from the norm, or if business demands require you to adjust your schedule at any future date. However, the employee and their manager must agree on a specific work schedule. Employees may be required to work in hours outside the standard working hours based on HealthEdge's business requirement. Employees will not be entitled to overtime payments unless approved by the employee's manager.

14.3 Timekeeping

HealthEdge wants to ensure its employees are paid correctly on the basis of attendance applied and if applicable, to bill the client for hours worked so it is essential that employees accurately record the time they worked.

Due to the importance of keeping accurate time records altering, falsifying, tailgating, or tampering with time records; recording on another employee's timesheet; or having another employee alter someone else' timesheet is prohibited and will result in disciplinary action, up to and including termination of employment.

15. Compensation & Other Benefits

15.1 Pay Period

At HealthEdge, employees are paid on a monthly basis. If a pay date falls on a weekend, pay will be issued the preceding Friday. If a pay date falls on a holiday, pay will be issued on the preceding workday. Special provisions may be required from time to time if holidays fall on pay dates. Check with your manager if this type of date arises.

In case of any issues/queries, you may reach out to Finance team or HRBP.

15.2 Paycheck Deductions

All required and voluntary deductions will be withheld automatically from your paychecks. Required deductions include statutory deductions and applicable taxes besides other mandatory deductions necessary under applicable laws such as professional tax, labour welfare fund contributions etc. By providing your acknowledgment to this handbook below, you consent to HealthEdge's ability to deduct any amount of overpayments or salary advance paid to you by HealthEdge, through payroll deductions from your salary.

15.3 Pay Adjustments

The Company's philosophy is to pay competitively at or above the current market rates for all of our roles. The decision to make a pay adjustment is at the sole discretion of HealthEdge and may depend on a variety of factors including individual performance, the financial health of the company, etc. Changes in compensation will most likely fall into one of three categories: merit, promotion, or market.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

15.4 Expense Reimbursement

HealthEdge agrees to reimburse employees for incurred and eligible expenses in accordance with the current Travel and Expense Reimbursement Policy. Reimbursement will not be given to an employee on a purchase or expense that was not pre-approved by their manager. Submitting false expense reports will result in disciplinary action, up to and including termination of employment.

15.5 Salary

The Company follows a salary cycle from the 26th of the previous month to the 25th of the current month. Employees will be paid their salary on the last day of the month. In case it is a bank holiday then it will be disbursed on the previous working day.

The Company has not specified any particular bank for salary account. Employees are free to open account with any bank of their choice. They may also choose to continue any existing banking relationship. Salary will be credited to the bank account specified by employee.

15.6 Statutory Benefits

The company complies with all the statutorily provided employee benefits like provident fund (PF), employee state insurance (ESI), statutory bonus and gratuity.

15.6.1 Provident Fund

The Company covers eligible employees under the Employees' Provident Fund and Miscellaneous Provisions Act, 1952. The Company shall contribute towards the PF contribution as per the defined salary structure for the location. The PF contribution will be deposited to the employee's PF account as per statutory requirements.

15.6.2 ESIC (Employee State Insurance):

The Employees' State Insurance Act, 1948 provides for medical, sickness and maternity benefit as well as benefits for work-injuries resulting in disablement and death on the basis of the principles of social insurance.

The Company shall make a contribution in respect of an Employee in accordance with the applicable laws or as prescribed by the government. The Company shall also be required to deduct from the Employee's salary an amount in accordance with the applicable laws.

15.6.3 Statutory Bonus:

The Payment of Bonus Act, 1965 requires the Company to pay statutory bonus to eligible Employees with the intention to motivate them. This is based on the profits and surplus available in any particular year. It is not a guarantee that the Employee shall receive this payment every year. Employees earning a basic salary up to INR 21,000 per month are entitled to receive this bonus.

15.6.4 Gratuity:

In accordance with the Payment of Gratuity Act, 1972, every Employee who has rendered continuous service for a minimum period of 5 (five) years, shall be entitled to gratuity at the rate of 15 (fifteen) days wages for every year of completed service (maximum up to INR 20,00,000/-), upon termination of service. However, completion of continuous service of 5 (five) years shall not be necessary if the termination of employment is due to death or disablement of the Employee.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

15.7 Taxation

Salary received by the Employee is subject to tax as per the existing laws. All employees are required to file their income tax return as stipulated by the Income Tax Act, 1961 and other applicable laws.

15.8 Insurance

HealthEdge offers a full suite of employee benefits. All full-time, permanent employees are eligible for these benefits, inclusive of medical insurance.

While HealthEdge intends to maintain these employee benefits, it reserves the absolute right to modify, amend, or terminate these benefits at any time and for any reason. For detailed information about benefit offerings, please consult the Benefits Annual Reference Guide which is available on Helix. Any questions regarding benefits may be brought to Human Resources.

New hires will be eligible for medical benefits from the Day 1 of their joining.

15.9 Loan against future salary

HealthEdge provides a benefit to its employees to receive a loan against future salary in case of any financial emergencies. Employees consent to HealthEdge recovering the loan amount through payroll deductions from their salary of the following months.

For more details, please check the policy document on local HRIS.

15.10 National Pension Scheme

National Pension Scheme (NPS) is a voluntary defined contribution pension system in India designed to provide old age income, reasonable market-based returns over the long term and extend old age security coverage to all citizens.

HealthEdge is a registered corporate for the purposes of National Pension Scheme (NPS). This enables us to contribute as employer to employee's NPS account, if they wish so. This provides employee an additional option for retirement planning and tax saving.

For more details, please reach out to indiafinance@healthedge.com .

15.11 Car Lease Policy

HealthEdge allows eligible employees the benefit of a leased car for use in their official duties as well as for personal purposes. Apart from providing a convenient commuting option to work, the car lease policy enables employees to drive their favorite model with manageable financial cost and also brings tax efficiency to the compensation structure.

For more details, please reach out to indiafinance@healthedge.com .

16. Leave

16.1 Paid Holidays

It is the Company's practice to observe paid holidays each year, but the specific holiday schedule may vary from year to year based on the sole discretion of the Company. For a complete list of holidays for the current year please reference the HealthEdge Human Resources Confluence page or the local HRIS portal.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

16.2 Earned/ Sick Leaves

These leaves will be applicable as per the base work location of employees.

For details, please check the policy document on local HRIS.

16.3 Maternity Leaves

The purpose of this leave is to support expecting mothers employed in the system to take time off from work, both pre-delivery and post-delivery. Maternity leave is a statutory leave. Expecting women team members are eligible to avail maternity leave as per terms of this policy. Maternity leave is applicable to all female associates of the Company, who have worked in the Company for a period of at least eighty (80) days in the twelve months immediately preceding the date of her expected delivery.

Details related to Maternity Leave

a. Leave of a continuous period of up to twenty-six (26) weeks, of which not more than eight (8) weeks shall precede the date of expected delivery of the child, for up to 2 surviving children
b. Leave of a continuous period of up to 12 weeks, of which not more than 6 weeks shall precede the date of expected delivery, for the 3rd and subsequent child
c. Leave of a continuous period of 12 weeks for adopting and commissioning mothers, starting from the date the child is handed over to the mother. Adoption leave may be availed for caring and settling in the adoptive child only if the age of the adopted child is less than 3 months

Other Benefits

a. Additional leave of up to 1 month in case of any illness arising out of pregnancy, delivery, premature birth, miscarriage or termination of pregnancy or tubectomy operation
b. Leave of up to 6 weeks immediately following the day of miscarriage or medical termination of pregnancy.
c. Leave of up to two weeks immediately following the day of tubectomy operation.
d. Receipt of medical bonus as per applicable laws.
e. Use the creche facility based on any tie up that Company may have with service providers, at the sole risk and liability of the Employee.
f. Up to four breaks in a day (inclusive of any rest interval) for nursing the child until he/she is 15 months old.
g. Company may at its sole discretion and on case specific basis, consider any request to work from home (upon returning from maternity leave) for such period(s), terms and conditions as may be specified by Company.

Conditions

a. To avail the maternity benefits, female associates are required to inform their manager at Company at least 5 months in advance and may be required to produce sufficient proof.
b. Weekly offs and holidays falling during the maternity leave period are included as part of the leave.
c. Maternity leave cannot be encashed in any manner, under any circumstance, nor can it be accumulated or used in instalments.
d. Employees also cannot extend their maternity leave beyond the limits provided in this policy.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Upon return to work from maternity leave, every effort will however be made to reinstate a female employee into the position that she held prior to the leave. If the same position is not available upon their return, Company, at its sole discretion, may offer the employee another available position.

16.4 Paternity Leaves

The purpose of this leave is to support expecting fathers employed in the system to take time off from work after a child is born. All the eligible male employees are entitled to take twenty-one (21) calendar days off within 6 months. They need to keep their manager and team informed about this so that the work can be planned accordingly. Paternity leaves are restricted to first two child births only.

16.5 Bereavement Leaves

HealthEdge recognizes the importance of taking leave when there is a death of immediate family member. You are entitled to take up to ten (10) working days off. Notify your manager of your intention to take bereavement leave as soon as the need arises. The Company may request documentation to support absences for bereavement leave and the leave will be granted at the discretion of the Company.

16.6 Leaves without Pay

The purpose of this leave is to provide extra support to employees in case of any emergency where they do not have sufficient leave balance. Prior management approval is required in any circumstances be it serious illness, marriage or any other reason of un-avoidable nature.

In case an employee is on leave beyond 3 days without information, the employee would be treated on leave without pay. In case an employee is on leave beyond 5 days he/she would be treated as absconding. In such cases, the Company has the sole discretion to take steps as mentioned in the appointment letter.

16.7 Voting Leave

HealthEdge encourages employees to exercise their voting privileges in local, state, and national elections, to facilitate this responsibility, employees are granted 2 days of leaves to ensure they have the time and flexibility to participate in the electoral process. If an employee's work schedule interferes with open polling hours, the employee can inform their managers and step away for some time on voting/election day. For more details refer to Leave policy on the local HRIS.

17. Workers' Compensation Insurance Policy

On-the-job injuries are covered by our Workers' Compensation Insurance Policy provided at no cost to you. If you are injured on Company grounds, no matter how slightly, report the incident immediately to your manager. Consistent with applicable state law you may be eligible to receive compensation for workplace injuries as per Employee's Compensation Act, 1923. Failure to report an injury within a reasonable period of time could jeopardize your claim for benefits. We ask for your assistance in alerting management of any condition which could lead or contribute to an employee accident. Please observe the following precautions:

- Use, adjust and repair machines and equipment only if you are trained and qualified.
- Get help when lifting or pushing heavy objects.
- Know the location, contents and use of first aid and firefighting equipment.
- If your injury is the result of an on-the-job accident, you must fill out an accident report.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

- You will be required to submit a medical release before you can return to work.

18. General Safety & Security Policy

It is the responsibility of all HealthEdge employees to maintain a healthy and safe work environment. Employees are expected to keep personal and shared HealthEdge spaces in good order. Please report anything that needs to be cleaned, repaired, or replaced to the office manager or your manager. Report all safety hazards and occupational illnesses or injuries to your manager and Human Resources as soon as reasonably possible. Failure to follow HealthEdge health and safety rules may result in disciplinary action, up to and including termination of employment.

18.1 Zero Tolerance Policy

HealthEdge has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees (contractors, customers, and visitors).

18.2 Prohibited Conduct

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on Company property or while performing Company business except as permitted by law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.
- Sexual harassment

18.3 Reporting Incidents of Violence

Report incidents of violence or any behavior that compromises our ability to maintain a safe work environment to your manager and Human Resources. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

18.4 Violations

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

18.5 Retaliation

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline, based on a reasonable belief, for reporting a threat or for cooperating in an investigation.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to Human Resources.

18.6 Third Party Disclosures

It is the employer's policy that only the Chief Executive Officer, Chief Financial Officer, Chief Marketing Officer, or Chief People Officer is authorized to speak with the media as spokesperson for and on behalf of the company.

18.7 Workplace Property and Right to Inspect

Employees are expected to respect and take proper care when using or accessing HealthEdge facilities and property. Employees are responsible for returning HealthEdge property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. If you lose, break, or damage any property, report it immediately to your manager. HealthEdge reserves the right to open and examine the contents of employee desks, file cabinets, company-owned devices and other containers provided by HealthEdge, as well as the contents of employees' brief cases, lunch boxes, pocketbooks, backpacks or similar personal items, whenever it is deemed necessary for business purposes, such as investigating any improper, unsafe, unlawful, or inappropriate activity, ensuring sanitation, detecting unauthorized weapons, or other contraband materials. Accordingly, employees should have no reasonable expectation of privacy.

18.8 Confidentiality and Nondisclosure of Trade Secrets

The confidential information you use every day must be protected from disclosure to competitors and those who would misuse it. As a condition of employment, HealthEdge employees are required to sign a Non-Disclosure Agreement. Employees are expected to comply with the terms and conditions of that agreement.

18.9 Computer and Software Security

Software programs purchased and provided by HealthEdge are to be used only for creating, researching, and processing materials for Company use. By using Company hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable Company policies, as well as city, state, and central laws and regulations.

All software acquired for or on behalf of HealthEdge or developed by HealthEdge employees or contract personnel on behalf of HealthEdge, is and will be deemed Company property. It is the policy of HealthEdge to respect all computer software rights and to adhere to the terms of all software licenses to which HealthEdge is a party. The Security Officer is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or HealthEdge to both civil and criminal penalties under the Indian Penal Code (IPC). To purchase software, obtain your manager's approval. All software acquired by IT.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on UltiPro (UKG) machines only in accordance with applicable license agreements entered into by HealthEdge.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

18.10 Social media policy

HealthEdge respects the right of any employee to maintain a blog or web page or to participate in a social networking, Twitter or similar site, including but not limited to Facebook and LinkedIn. However, to protect company interests and ensure employees focus on their job duties, employees must adhere to the following rules:

- Employees may not post on a blog or web page or participate on a social networking platform, such as Twitter or similar site, during work time or at any time with company equipment or property.
- All rules regarding confidential and proprietary business information apply in full to blogs, web pages and social networking platforms, such as Twitter, Facebook, LinkedIn or similar sites. Any information that cannot be disclosed through a conversation, a note or an e-mail also cannot be disclosed in a blog, web page or social networking site.
- Employees must refrain from using any HealthEdge confidential information (including salary details) on any blog, web page or social networking site. Employees must also refrain from making any comment about HealthEdge on social media sites including but not limited Glassdoor, Google Maps etc. which may be perceived negatively by readers. It is typically encouraged that employees consult Human Resources Department while publishing any such information regarding HealthEdge.
- The employee should refrain from expressing a political opinion or opinion regarding HealthEdge's actions on his or her own blog, web page, social networking, Twitter, or similar site or on someone else's. The disclaimer must be included wherever necessary that should explicitly state that the opinion expressed is his/her opinion and not HealthEdge's position. This is necessary to preserve HealthEdge's goodwill in the marketplace.
- Any conduct that is impermissible under the law if expressed in any other form or forum is impermissible if expressed through a blog, web page, social networking, Twitter or similar site. For example, posted material that is discriminatory, obscene, defamatory, libelous or threatening is forbidden. Company policies apply equally to employee social media usage.
- HealthEdge encourages all employees to keep in mind the speed and manner in which information posted on a blog, web page, and/or social networking site is received and often misunderstood by readers. Employees must use their best judgment. Employees with any questions should review the guidelines above and/or consult with their manager. Failure to follow these guidelines may result in discipline, up to and including discharge.

18.11 HealthEdge Security and Privacy Training

HealthEdge has established training on compliance, information security, and privacy. All personnel are required to complete compliance, information security, and privacy training which includes:

- Identification and provision of annual and point-in-time training based on workforce needs.
- Use of testing, where appropriate.
- Training based emerging risks and industry events impacting the organization or our customers.
- Ongoing training regarding include security and privacy requirements, security and privacy roles and responsibilities, topics relevant to risk management strategies and priorities, topics relevant to regulatory mandates, accreditation requirements and best practices, training in the correct use of information assets and facilities (e.g., logon procedures, use of software packages and information on the disciplinary process).

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Personnel with significant information security roles and responsibilities shall be required to undergo appropriate information system security training which include training on the security products or technology they manage. Training includes attendance at conferences and training events, in person or otherwise.

18.12 Work-Related Information and Technology

HealthEdge provides personnel with computing systems and access to information as necessary to perform their critical job functions. HealthEdge may authorize use of personally owned devices for accessing specific Confidential or Restricted Information, as defined in the employee Non-Disclosure Agreement. Regardless of the computing system or information type, HealthEdge personnel must protect all Confidential and Restricted information in accordance with Company policies and procedures.

As a condition of employment, HealthEdge personnel must execute the Employee Non-Disclosure Agreement. Access to HealthEdge computing systems and Confidential and Restricted Information shall be provided only after receipt of such formal acknowledgement.

18.12.1 Use of Communication and Computer Systems

Company communication and computer equipment, network and resources are owned by HealthEdge and provided to support its business functions and purposes.

Each account is for the exclusive use of the individual to whom it was assigned, and users may not allow or facilitate access, including by a proxy or anonymous remailer, to computer accounts, equipment, or restricted files or systems by others. Strict adherence to the Company's separate Password Policy is required. Authorized users are limited to company employees unless their access privileges have been revoked by HealthEdge. No employee may access, or attempt to obtain access to, another employee's computer systems without appropriate authorization.

All company-approved software and applications will be hosted internally, and access will be granted to all employees. Employees may not install software onto any company computers or equipment, including free software from the Internet, without prior approval by the Company's IT Department. In most cases, only software provided from an internal company software repository will be allowed. Strict adherence to this policy is required in order to prevent any potential compromise of company assets. Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited. Any unlicensed or non-approved software may be deleted by HealthEdge without notice to the employee.

Company communication and computer systems are intended for business-related purposes. Limited personal usage is permitted only if it does not hinder performance of job duties or violate any other company policy. This includes voice mail, e-mail and internet systems.

Personal usage of laptops is permitted outside of working hours, provided that website access is strictly limited to websites that are known to be secure. If there is any question about the security of a website, it must not be accessed using Company laptop.

Use of company communication systems, computers, networks, and internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("junk mail" or "spam") that is unrelated to legitimate company purposes

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- Engaging in private or personal business activities during working time, including excessive use of instant messaging and chat rooms
- Using Company systems to promote political or commercial activities during working time
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant
- Making unauthorized copies of company files or other company data
- Destroying, deleting, erasing, or concealing company files or other company data, or otherwise making such files or data unavailable or inaccessible to HealthEdge or to other authorized users of company systems
- Sharing Company confidential material, trade secrets, or proprietary information outside of the organization
- Hacking into unauthorized websites
- Sending or posting information that is defamatory to HealthEdge or its officers, directors, employees, products/services, and/or customers
- Misrepresenting oneself or HealthEdge
- Engaging in unlawful or malicious activities, including without limitation, perpetrating any form of fraud, and/or software, film or music piracy
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either Company networks or systems or those of any other individual or entity
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages
- Sending, receiving, or accessing pornographic materials
- Causing congestion, disruption, disablement, alteration, or impairment of company networks or systems Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms," or private/personal/instant messaging
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended
- Using recreational games
- Defeating or attempting to defeat security restrictions on company systems and applications
- Stealing, using, or disclosing someone else's password without authorization; and/or downloading, copying or pirating software and electronic files that are copyrighted or without authorization

Using company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates HealthEdge anti- harassment policies and subjects the responsible employee to disciplinary action. Company electronic mail system, internet access and computer systems must not be used to harm others or to violate the laws and regulations of any state, city or other local jurisdiction in any way. HealthEdge will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual internet activities, e-mail use, and/or computer use.

HealthEdge may, without notice, access, monitor, read, or download any data composed, transmitted, accessed, or received through or stored in its communication and information systems, including voicemail, e-mail, or Internet transmissions, for legal or business purposes. Employees should have no expectation of privacy in their use of HealthEdge's communication and information systems and the data that resides on those systems, even if they use the systems for their personal use.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

Unless specifically granted in this policy, any non-business use of Company communications and computer systems is expressly forbidden. Failure to follow these policies may result in disciplinary action, up to and including discharge.

19. Media Policy

At HealthEdge, we recognize the powerful role that media interactions play in shaping our brand and driving our vision forward. With this media policy as a guiding framework, let us continue to tell our story with authenticity, integrity, and purpose.

a. **Authorized Spokespersons:** No one in the company should be speaking to the media without appropriate approval. Only designated personnel are authorized to speak on behalf of the company. This includes members of the executive team, and any employees explicitly granted this responsibility. Any media inquiries should be promptly directed to pr@healthedge.com .
b. **Consistency of Message:** Maintaining a consistent message across all media platforms is fundamental to our success. All communications should reflect our company's mission, values, and strategic goals. It is crucial that we speak with a unified voice to strengthen our brand identity and market position.
c. **Confidentiality and Sensitivity:** Always handle sensitive information with the utmost care. Avoid disclosing any proprietary information, internal strategies, or financial data unless granted approval by both Marketing and Legal. Protecting our competitive edge and respecting confidentiality agreements is paramount.
d. **Social Media Conduct:** Employees are encouraged to participate in social media responsibly. Personal posts should not conflict with the company's interests or compromise our reputation. When discussing work-related topics, ensure that it is clear any opinions are personal and not reflective of HealthEdge's official stance.
e. **Preparation and Training:** Employees designated as media representatives will undergo comprehensive training to ensure they are well-prepared to handle interviews and public speaking engagements effectively. Continuous development and regular briefings will keep our spokespeople informed about key messages and current priorities.
f. **Crisis Management:** In case of a crisis, the Marketing Department will lead all external communications media interactions with our external PR agency and as coordinated and approved by ELT. Employees should refer all inquiries to the designated crisis communication team and avoid making any unofficial statements.

Our collective adherence to this media policy will enable us to navigate the media landscape with confidence, authenticity, and an unwavering commitment to our shared vision. For any questions or further clarifications, please contact pr@healthedge.com .

20. Anti-Sexual Harassment Policy

At Healthedge we have a gender-neutral POSH policy which is applicable to both male and female employees". Employees of same and opposite gender relationships; to relationships between supervisors and subordinates; and to peer relationships. This policy applies to all acts of sexual harassment in the workplace. Workplace includes any place visited by the Employee arising out of or during the course of employment. It also includes any place visited by the employee arising out of or during the course of employment including transportation provided by the HealthEdge for

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

undertaking any journey. Individuals engaged in behaviour that is found to be sexual harassment can be held personally liable for such conduct.

This policy applies to all full-time, part-time, seasonal employees and to trainees/interns. External consultants, vendors, and/or anyone else doing business on our premises must also comply with this policy.

Sexual Harassment

Sexual harassment may be one or a series of incidents involving unsolicited and unwelcome sexual advances, requests for sexual favours, or any other verbal or physical conduct of sexual nature (whether directly or by implication).

Sexual harassment at the workplace includes but is not limited to:

- physical contact and advances; or
- a demand or request for sexual favours; or
- making sexually coloured remarks; or
- showing pornography; or
- any other unwelcome physical, verbal, or non-verbal conduct of sexual nature.

The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment (whether direct or by implication) may amount to sexual harassment:

- Implied or explicit promise of preferential treatment in employment; or
- Implied or explicit threat of detrimental treatment in employment; or
- Implied or explicit threat about present or future employment status; or
- Interference with work or creating intimidating or offensive or hostile working environment; or
- Humiliating treatment likely to affect health or safety; or
- Unwelcome sexual advances involving verbal, non-verbal, or physical conduct such as sexually coloured remarks, jokes, letters, phone calls, text messages, e-mails, gestures, lurid stares, physical contact or molestation, stalking, sounds, display of pictures, pornography, signs, any other communication which offends a woman Employee's sensibilities and affects her performance at work; or
- Eve teasing, innuendos and taunts, physical confinement against one's will and likely to intrude upon one's privacy; or
- Any unwelcome gesture having sexual overtones to the extent not covered above.

For more details, please check the policy document on local HRIS.

Internal Complaints Committee

HealthEdge has constituted an Internal Complaints Committee ("**ICC**") to investigate into allegations of sexual harassment towards a woman at its workplace. The management reserves the right to add to, remove or replace the ICC members from time to time.

Reporting the Complaint

The complainant is required to make the complaint in writing or via email to the ICC as soon as

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

possible, not later than three months from the date of occurrence of the incident alleged to constitute sexual harassment (in case of a series of incidents, within a period of 3 months from the date of the last incident). Hard-copy complaints should be submitted [to any of the ICC members] and email complaints should be sent to [iccbangalore@healthedge.com and iccpune@healthedge.com]. All complaints, whether in hard-copy or email form, should be clear and should include details of the incident or incidents, supporting documents, names of individuals involved and the names and addresses of the witnesses.

It is the obligation of the complainant to make the complaint in relation to an incident of sexual harassment at the workplace. The complainant may request the ICC to provide reasonable assistance for making the complaint in writing. In case the complainant is under any physical or mental incapacity, the complaint can be made by the legal heir, or any other person authorized in writing by the complainant.

Conciliation

Before the ICC initiates an inquiry, in case of an allegation of sexual harassment towards a woman, the aggrieved woman may request the ICC to settle the matter between aggrieved woman and the respondent through conciliation. However, no monetary settlement shall be made in connection with any conciliation.

In the event a settlement has been reached, further inquiry shall not be conducted by the ICC. All individuals are expected to report to the ICC in case any terms of the settlement have not been complied with by the other party.

Inquiry / Investigation of Claims of Sexual Harassment at the Workplace

All complaints of sexual harassment will be promptly and thoroughly investigated by the ICC.

The ICC shall investigate upon receiving the complaint. The ICC will have the powers to call any person and record their statements and make such investigation as may be necessary to evaluate the complaint. For the purposes of the inquiry, the ICC shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 of India when trying a suit in respect of the following matters:

a) Summoning and enforcing the attendance of any person and examining him on oath, and
b) Requiring the discovery and production of documents.

The ICC shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for 3 consecutive hearings convened by the Presiding Officer of the ICC.

Neither the complainant nor the respondent shall be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the ICC.

Inquiry Report and Disciplinary Action Post Inquiry / Investigation

The ICC shall submit an enquiry report to HealthEdge's authorized representative upon conclusion of

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

the inquiry. The report of the ICC shall be deemed to be the enquiry report for purposes of any disciplinary rules applicable to the employee against whom a complaint of sexual harassment was made.

Where the ICC determines that the allegation against the respondent has been proved, it may recommend to HealthEdge to, as the case may be:

a) To take action for sexual harassment as a misconduct in accordance with the Company's policies
b) To deduct from the salary/ wages payable to the perpetrator, such sum as it may deem appropriate to be paid to the aggrieved woman or to his/her legal heirs.

In the event the ICC determines that the complaint is false or malicious, the ICC may recommend to HealthEdge to subject the individual making the false complaint to disciplinary action, up to and including termination of employment. It is hereby clarified that mere inability to substantiate a complaint or provide adequate proof shall not attract action against the complainant.

Confidentiality

Reports of alleged harassment and discrimination will be treated with confidentiality and respect. Those involved in investigating the matter shall only disclose information as necessary in connection with the investigation.

Information may however be disseminated regarding the justice secured to any victim of sexual harassment under law without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.
If any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or actions under law, contravenes his/her confidentiality obligation, he/she shall be liable in accordance with the provisions of the Company policies, as applicable, and may be subjected by HealthEdge to disciplinary action, including but not limited to payment of fines.

Retaliation

HealthEdge prohibits employees from taking negative action against any individual for reporting conduct that may constitute sexual harassment.

21. Anti-Bribery Policy

It is our policy to conduct all of our business in an honest and ethical manner. We take a zero-tolerance approach towards bribery and corruption and are committed to acting professionally, fairly and with integrity in all our relationships and business dealings wherever we operate and to implementing and enforcing effective systems to counter bribery.

A bribe is an inducement or reward offered, promised, or provided in order to gain any commercial, contractual, regulatory or personal advantage.

This policy applies to all individuals working at all levels and grades, including senior managers, officers, employees (whether permanent, fixed-term or temporary), consultants, trainees, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees,

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

wherever located. All individuals at HealthEdge are prohibited from paying any bribe to any government or local authority or receiving any bribe from any third-parties at the cost of HealthEdge.

22. Whistleblower Policy

HealthEdge will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. Employees are encouraged, in the first instance, to address such issues with their manager or Human Resources.

Participation in the Company's Compliance, Privacy and Information Risk programs are a condition of employment and is a factor that will be considered in each employee's performance evaluation. HealthEdge employees must vigorously protect the privacy of information received from and about Customers and potential Customers.

If a HealthEdge employee believes that an existing practice does or may violate the law, policies or procedures of the Compliance, Privacy, and/or Information Risk programs, the employee must report this suspected violation to their manager or the Compliance Officer. To clarify, all complaints with respect to sexual harassment against women are encouraged to be reported to the ICC.

22.1 No Retaliation

HealthEdge prohibits any form of retaliation against any employee for filing a bona fide complaint or for assisting in a complaint investigation. However, if, after investigating any complaint or suspected violation, HealthEdge determines that the complaint or suspected violation is not bona fide and was not made in good faith or that an employee has provided false information, disciplinary action may be taken against the individual who filed the complaint or who gave the false information, up to and including termination from employment.

All employees are expected to cooperate with an investigation, and employees who fail to cooperate also may face disciplinary action, up to and including termination.

Employees are responsible for making a report, regardless of the nature of the relationship between the individual who initiated the behavior and the person(s) who were harassed or were the focus of the harassing behavior. All Company employees are responsible for notifying their manager of any harassment that they have witnessed, received or have been told that another person has witnessed or received.

In addition, HealthEdge will not allow any form of retaliation against individuals who report unlawful conduct or who cooperate in the investigation of such reports in accordance with this policy. Retaliation is unlawful. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination of employment.

23. Closing Statement

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful Company and a safe, productive, and pleasant workplace.

Steve Krupa, Chief Executive Officer
HealthEdge Software.

Docusign Envelope ID: 0F8BA097-B16D-4569-8D34-750254715F7B

24. Acknowledgement of Receipt and Review

The purpose of these policy statements is to provide Company employees with a partial summary of HealthEdge's general employment guidelines and employee benefits which help make such a work environment possible. This is a "living document," and the information contained within it can be changed as circumstances demand. As such, HealthEdge can and will terminate and/or change, in whole or in part, any of the information contained in this document with or without notice at any time during or after active employment.

As HealthEdge provides this information for general guidance only, employees should not expect HealthEdge to adhere to these policies and procedures in every instance. The handbook is not, nor should it be considered to be, an agreement or contract of employment, express or implied, or as a promise of treatment in any particular manner in any given situation. HealthEdge may, at any time, at its sole discretion, modify, or vary from, anything stated in this handbook with or without advanced notice. This handbook supersedes all prior handbooks, manuals, policies, and procedures issued by the company.

I acknowledge receipt of these policy statements and acknowledge that I have read and understand the foregoing information concerning the "Purpose and Legal Effect of These Policy Statements."

9/25/2024

_____

Date

Signed by:

Priyadharshini Sundaramoorthy

329E6D98CFFA491...

_____

Signature

Priyadharshini Sundaramoorthy

_____

Print Name

vCollab etiquette
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VCOLLAB ETIQUETTE PRIVATE LIMITED

Date: 20-09-2024

To:

Sheikha Naseema
Trichy, Tamil Naidu.

Sub: Letter of Offer and Terms of Employment

Dear Sheikha Naseema

Thank you for exploring career opportunities with vCollab Etiquette Private Limited. (Herein after referred to us 'Company'). You have successfully completed our selection process and we are pleased to make you this offer of employment for the position of **SALESFORCE DEVELOPER INTERM.** Please accept this offer by signing and returning a copy of this letter to us within 2 days.

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

Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

If there are any aspects of this offer that you wish to discuss further, please contact the HR Manager at hr@vcollabetiq.com

We look forward to your acceptance of this offer, and believe that you would contribute greatly to our team in this exciting period for our Company. We also take this opportunity to welcome you to vCollab Etiquette Private Limited and look forward to your joining.

Tentative Joining Date: 23-09-2024

V COLLAB ETIQUETTE PRIVATE LTD
No 21 Ground Floor Sri Sahaas Nivas,
B Block senbagamApartment,
Tiruchirappalli, T N- 620001

ANNEXURE 1- COMPENSATION & BENEFITS

8000/- per month will be paid during the period of Intern.

Employment Status: Your employment with the Company is INTERM.

ANNEXURE 2- REQUIRED DOCUMENTATION

- Two copies of your recent passport size photographs
- PAN card copy
- Signed hard copy of the offer letter
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets
- Relieving Letters from previous employer (if Applicable)
- Experience Certificate from previous employers (if Applicable)
- Passport Copy, if available (if not please apply immediately)
- Signed hard copy of Service Agreement – will be sent a week before your joining date

ANNEXURE 3- TERMS OF EMPLOYMENT

1. **COMMENCEMENT OF EMPLOYMENT AND PERIOD OF PROBATION** your employment commences on 23 SEP 2024. Your Internship will be subject to a period of Three months. If during your period of Internship, your performance is satisfactory to the Company, then your appointment will be confirmed. Your period of Internship may be extended by the Company if deemed necessary, without assigning any reason.

2. **JOB TITLE, DUTIES AND WORKING HOURS**

Your job title is stated in the accompanying offer letter. This title may be subject to change and does not define or limits your duties. You may be required to carry out other duties, which the Company reasonably considers appropriate, to undertake any training or retraining and to obtain and retain qualifications. Your regular working hours will be from 10:00 am to 07:00 pm, Monday to Friday (Occasionally if the work load demands you might be required to come on Saturdays). You will be required to work a minimum of 40 hours per week, excluding breaks. Business requirements may necessitate a change to your working hours from time to time, which you agree to follow.

3. **WORK PLACE**

Your primary place of work will be the Company's office in Trichy.

4. **LEAVE ENTITLEMENT**

There is no leaves during Internship period, until unless Emergency you take approval from the Superior and apply leave.

5. **INTELLECTUAL PROPERTY RIGHTS**

You shall promptly disclose and deliver to the Company: (a) full details, including drawings and models, of any inventions, discoveries or improvements which are originated, conceived, written or made by you at any time during your employment, (b) all copyright works or designs originated, conceived, written or made by you during your employment. You hereby assign to the Company, by way of future assignments, with full title guarantee all copyright, design rights and other proprietary rights for their full terms throughout the world, exclusively, in respect of all works and material originated, conceived, written or made by you during the course of your employment. You hereby irrevocably and unconditionally waive in favor of the Company any and all moral rights conferred on you now or in future in force in any part of the world for any work the rights in which are vested in the Company.

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You will not use any third-party data or materials that are not validly licensed by the Company, unless authorized by your manager in writing. You shall promptly notify the Chief Executive Office of the Company of all such authorizations received by you.

You will not violate the Intellectual Property Rights of any third party in the course of your employment. If the Company is held liable for any violation by you, you will indemnify the Company against any losses, liabilities, litigation and expenses.

6. EXCLUSIVITY

This offer is for an exclusive, full-time employment. During your employment, you will devote your complete time and attention to the duties assigned to you by the Company. Therefore, unless the Chief Executive Officer of the Company consents specifically for each instance in writing, you shall not directly or indirectly: (a) engage in or be concerned with any other commercial activity; (b) provide services to any Person - whether as an employee, officer, director, agent, partner, consultant or otherwise - other than as directed by the Company; (c) conduct any non-business activity or hold any public office; (d) have any financial or commercial interest in any Person; (e) accept any other engagement or appointment with any Person; whether or not such other commercial activity, person or entity competes with the business of the Company or any Affiliate.

7. NON-SOLICITATION

During the course of your employment with the Company, and for a period of One Year following the termination of your employment, you agree not to directly or indirectly solicit, induce, or attempt to solicit or induce any client or customer of the Company for whom you performed services during your employment, to divert their business away from the Company or to engage in any business that competes with the Company.

You further agree not to accept employment, whether as an employee, independent contractor, consultant, or otherwise, with any client or customer of the Company or whom you performed services during your employment with the Company, during the period of your employment with the Company or for a period of One Year following the termination of your employment without getting the consent or clearance from the management of the company. Further if any offer is received from the client or customer of the company, you shall immediately notify the same to the management of the Company without any default.

You acknowledge that the above restrictions are reasonable and necessary to protect the legitimate business interests of the Company, including but not limited to its goodwill, confidential information, and client relationships. In the event of a breach of this provision, the Company shall be entitled to seek injunctive relief, as well as any other remedies available at law or in equity.

8. TERMINATION

You may terminate this employment by providing us a written notice of termination, clearly stating your intent, at least two weeks in advance. You should survive two weeks of notice period or else you need

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to pay two months of your salary. If the Company wishes to terminate your employment during the period of your Internship, it will provide you a written notice of termination at least one week in advance. Notwithstanding the foregoing, the Company may terminate your employment without notice and compensation if such termination is by reason of your misconduct or your breach of terms of this Agreement.

If your termination is found to be erroneous or wrongful by any Court in India, the maximum liability of the Company shall not exceed your basic salary of a month.

KINDLY SIGN THIS AGREEMENT AFTER YOU HAVE READ THIS AGREEMENT IN ITS ENTIRETY AND YOU UNDERSTAND IT FULLY. BY SIGNING THIS AGREEMENT, YOU ACKNOWLEDGE THAT YOU ARE SATISFIED WITH THESE TERMS OF EMPLOYMENT AND YOU ACCEPT THIS EMPLOYMENT OFFER AS IS PRESENTED TO YOU IN THIS AGREEMENT.

Offer made by
VCOLLAB ETIQUETTE PRIVATE LIMITED

.....

Manoj Sankaran
Managing Partner
Date: 20-09-2024
Place: Trichy

Offer accepted by me

.....

Name: Sheikha Naseema

Date: 21.09.2024
Place: Trichy

V COLLAB ETIQUETTE PRIVATE LTD
No 21 Ground Floor Sri Sahaas Nivas,
B Block senbagamApartment,
Tiruchirappalli, T N- 620001

DYNEPRO PRIVATE LIMITED

No. 4, Dindigul Road, Tiruchirapalli-620 001, Tamilnadu, India.
Corporate Identity No.U26943TN1988PTC016497,
TEL:91-431-2482600 ★ E-mail:corporate@dynepro.in ★ Website:www.dynepro.in

DPL/HR/00829/2024

Jul 03, 2024

To

Mr. Moses Manoharan V
No.93/1, Convent Street,
Crawford, Trichy -620012.

St.no. 829
Grade. AET

APPOINTMENT ORDER

Dear Mr. Moses Manoharan V

We are pleased to offer you this appointment as **Associate Engineer Trainee in Maintenance Department** with the following terms.

Pay particulars	Amount
Basic	6200
Dearness Allow.	3100
House Rent Allow.	1550
Medical Allow.	775
Bonus	775
Other Allow.	2612
Gross	**15012**
Other components:	
Prov.Fund	0
E.S.I.	488
CTC	**15500**

Your training period is Two years and liable for extension.

Your posting will be at H.O. and liable for transfer to any Location of the company.

You are expected to abide by the rules and regulations of the company.

Notice period of **three months** to be given if intended to resign and should physically work in that period.

If acceptable to the above conditions, return the copy of the order after affixing your signature.

For Dynepro Private Limited

(S.Xavier Sahayam)
Authorized Signatory.

REF: SAGIX/OFFER/23-24/13 DATED: 22.12.2023

To,

Mr.Logeshwaran GR
Trichy, Tamilnadu
Ph:8428703295

Dear Mr. Logeshwaran,

With reference to your application and subsequent interviews you had with us, we are pleased to offer you the *post of "**Executive -Engineer**" in our company "**SAGIX SOLUTIONS INDIA"*** with a start date of 2nd Jan 2024. We believe your skills and experience are an excellent match for ourCompany.

In this role, you're Job Duties and Responsibility is as follows.

Duties: Typical work duties of a service engineer include: responds to customer complaints; evaluates and resolves problems of the customer; assists in installing the equipment; analyzes, inspects and reviews findings to determine the solution to the problem that the customer demands; works alongside with technical sales engineers; offers customer training for the product; repairs, tests and maintains equipment; monitors performance of the product; maintains product manuals; provides customers with regular reports and feedback on their service requests; develops and maintains relations with customers; reports common complaints of customers to top management in order to address the situation for future reference; makes recommendations to maintenance technicians; and offers feedback on product development, features and functions

The starting salary for this position is **Rs.15,000/- (Rs. Fifteen Thousand Only)** to be paid on a monthly basis by direct deposit during Probationary period, you will be on probation for a period of three months. Salary will be revised after your probation period. In addition to this local travel allowance (Petrol allowance) will be Rs.2.75/ km and outstation TA will be at actual and DA will be provided as per *company norms.*

You shall be bound by and comply with all the rules, regulation and directions of the company.

This appointment is terminable by either side at anytime by giving one month notice in writing. However, the company has the right to terminate the contract by giving one month salary in lieu of the notice if it so feels.

Please confirm your acceptance of this offer by signing and returning this letter.

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

Sincerely,

FOR SAGIX SOLUTIONS INDIA



MOHAN
PROPRIETOR

Signature: _____
Printed Name: _____
Date: _____

SAGIX SOLUTIONS

11.06.2024

OFFER LETTER

SYV/OFFER/2024/39

Kaviya Ravichandran,
32, Saradha Nagar,
Thirupparaithurai,
Trichy-639115.

We are pleased to offer you the position of **Graduate Engineer Trainee M/s. SAYATVA Industrial Private Limited** with an Annual cost to the company of **Rs. 2,61,485** We trust that your knowledge, skills, and experience will be among our most valuable assets.

This offer letter is valid for two days. Please send a signed copy of this letter indicating your acceptance to join and a resignation acceptance letter from your current employer to our HR.

Your Appointment Letter will be issued on the date of joining with salary details. The Expected Date of Joining on or before 17-06-2024. The joining formalities and induction will be carried out in **M/s. SAYATVA Industrial Private Limited.,**

Please submit the following documents to HR Department at the time of your joining.

1.Photocopies of your Qualification certificates starting from 10th Standard.

2.Experience/ relieving letters, latest salary slips from your previous organization.

3.Photocopy of Aadhar card, PAN card, Driving license, Voter id & Bank passbook.

4.Passport size photo three numbers.

We look forward to welcome you onboard

Sincerely,

For **SAYATVA Industrial Private Limited.,**

HR Manager

SAYATVA INDUSTRIAL PRIVATE LIMITED
VIRALIMALAI
621 316.

ANTOLIN
Intelligent. Integrated. Inside.

GAIPL/HR/APPT/2024

15th July 2024

Ms. Dhanusha. K
D/O Kumaresan
19th Ward, South Car Street
Tharamangalam

Sub: Appointment Letter

Dear Dhanusha K,

Please refer your application and the subsequent interview you have had with us. We are pleased to appoint you as **"Graduate Engineer Trainee"** in our company on the following terms and conditions.

Appointment

1. Your Training commences from **15th July 2024**, and you will be placed in our CNN Plant, Chennai.
2. You will be annual salary of **Rs. 3,30,000/- (Rupees Three lakh Thirty Thousand Only)** as cost to the company.
3. You will be given extensive training at our plant at Irungattukottai for a period of one year, in various departments of our company which may depend on your progress/Performance either is extended or reduced at the discretion of the management. The decision of the management shall be final on the period of Training.
4. Your Performance during the period of training will be reviewed periodically.
5. Upon your successful completion of the period of training, the management may at its discretion and subject to availability of vacancy, may absorb you on probation.
6. Your training period are liable to be terminated anytime without assigning any reasons whatsoever.
7. The Company reserves the right to send you on deputation/transfer to any of its divisions, offices, work sites, associates or affiliate companies in any part of India.
8. You shall not divulge or disclose, at any time, matters relating to the business or dealings of the company or any of its principals, agents or other persons who might have dealings with the company which may come to your knowledge in the course of your training period.
9. You will be governed by the rules and regulations of the company as may be in force or amended from time to time.
10. The company and its management expect a performance from you of the highest order and would be pleased to accord due to recognition based on merits not only in regard to specific performance expected from you, but also in your cultivating excellent relations with our clients and others.

ANTOLIN
Intelligent. Integrated. Inside.

11. The Company and its management expect a performance from you of the highest order and would be pleased to accord due to recognition based on merits not only in regard to specific performance expected from you, but also in your cultivating excellent relations with our clients and others.

You may contact the Human Resource Department regarding your joining documentation and other formalities to be carried out on the date of joining.

Please return the duplicate of this letter duly signed by you in token of your acceptance of the above terms and conditions.

Thanking you

For Grupo Antolin India Private Limited.,

C. Sankar
Director – Plant

I agree to accept the offer of training on the terms and conditions mentioned in the above letter.

Signature and Date

PRICOL *ENGINEERING INDUSTRIES PRIVATE LIMITED*

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

REGISTERED OFFICE
CPM TOWERS, 109, Race Course,
Coimbatore 641018, India

+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com

CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/029/2024
30th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Naveen Kumar P (813820105044)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 30th March 2024.

During the training period Mr. Naveen Kumar P, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the Role of TRAINEE ENGINEER at the fixed salary of Rs.18,000 for one year,once you get the Provisional Certificate after your final results .

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

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Coimbatore 641018, India

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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/025/2024
29th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Yoggiraj J S (813820105067)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 29th March 2024.

During the training period Mr.Yoggiraj J S, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

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pricolengineering.com

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ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/024/2024
30th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Rakkesh S (813820105054)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 30th March 2024.

During the training period Mr. Rakkesh S, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED
SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India
REGISTERED
CPM TOWERS, 109, Race
Coimbatore 641018, India
+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com
CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company
CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/022/2024
30th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Sachithananthan P (813820105303)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 30th March 2024.

During the training period Mr. Sachithananthan P, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED
SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India
+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com
REGISTERED OFFICE
CPM TOWERS, 109, Race Course,
Coimbatore 641018, India
CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company
CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/021/2024
06th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Dinesh Raja S (813820105018)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 06th March 2024.

During the training period Mr. Dinesh Raja S, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

REGISTERED
CPM TOWERS, 109, Race Course,
Coimbatore 641018, India

+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com

CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/016/2024
30th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Kishore Kumar R (813820105032)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 30th March 2024.

During the training period Mr. Kishore Kumar R, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

REGISTERED OFFICE
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Coimbatore 641018, India

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pricolengineering.com

CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/015/2024
30th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Hariharan G (813820105024)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 30th March 2024.

During the training period Mr. Hariharan G, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India

+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com

REGISTERED OFFICE
CPM TOWERS, 109, Race Course,
Coimbatore 641018, India

CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/030/2024
29th February, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. SANJAY D (813820105057)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 29th February 2024.

During the training period Mr.SANJAY D, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs**.18,000** for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

#WEARESODEXO

Be Part of Something Greater



Dear Dharun Annadurai,

At Sodexo, our purpose is to create a better everyday for everyone to build a better life for all. And it all starts with you.

We appreciate the time you have invested in our interview process and, as discussed, we believe your skills and experience are a great match for this position. We are pleased to extend a formal offer of employment for you to join Sodexo and be part of something greater.

What can you expect if you join us?

If you accept this offer, you will be joining an extraordinary team of 412,000+ employees around the world, who believe in the difference a day makes. They drive concrete improvements for their communities and, together, they make an impact on millions of people throughout the world. That is why we work hard to create a culture where every employee can belong to a supportive team, act with purpose, and thrive in their own way.

The letter that follows contains information about our formal offer of employment, complete with terms and conditions for you to review. However, before you read through your offer, we would like to thank you for your consideration as, through this process, you have already made an impact on us.

If you have any questions or concerns, please feel free to contact a member of our recruitment team. Thank you, again, and we look forward to welcoming you into the Sodexo team. **#WeAreSodexo #BePartOfSomethingGreater**

Sincerely,

The Recruitment Team

sodexo

It all starts with the everyday

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SODEXO/41010811/2024/923843
06, April 2024

Offer Letter

Dear Dharun Annadurai,

Following your recent interview, we are pleased to offer you the position of **Technician** on a Fixed Tenure Contract within our organization in India for our business activities of Facilities Management and Multi-services. Your initial place of posting will be at our site **"TCS - SIRUSERI - FM - CHENNAI".**

Your Detailed Appointment letter with Salary detail will be offered to you on or before joining.

PF, ESI, Bonus will be paid as per Law and Rules applicable. No other allowance will be paid unless confirmed in writing. You will be liable to be transferred anywhere in our existing or future units.

Your service contract will automatically come to an end on completion of one year from your date of joining. Your contract will automatically get terminated earlier in the event our contract with our client comes to an end before the expiry of your service contract, for whatsoever reasons. You will be expected to join the organization on or before **08-04-2024.**

Please sign a duplicate copy of this letter as a token of your acceptance of the offer. We look forward to welcoming you to our organization.

Yours Sincerely.

Sodexo India Services Private Limited.

Authorized Signatory

#WEARESODEXO

Be Part of Something Greater



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Dear HARE HARA SUDHAN V,

At Sodexo, our purpose is to create a better everyday for everyone to build a better life for all. And it all starts with you.

We appreciate the time you have invested in our interview process and, as discussed, we believe your skills and experience are a great match for this position. We are pleased to extend a formal offer of employment for you to join Sodexo and be part of something greater.

What can you expect if you join us?

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The letter that follows contains information about our formal offer of employment, complete with terms and conditions for you to review. However, before you read through your offer, we would like to thank you for your consideration as, through this process, you have already made an impact on us.

If you have any questions or concerns, please feel free to contact a member of our recruitment team. Thank you, again, and we look forward to welcoming you into the Sodexo team. **#WeAreSodexo #BePartOfSomethingGreater**

Sincerely,

The Recruitment Team

sodexo

It all starts with the everyday

SODEXO/41010811/2024/923844
06, April 2024

Offer Letter

Dear HARE HARA SUDHAN V,

Following your recent interview, we are pleased to offer you the position of **Technician** on a Fixed Tenure Contract within our organization in India for our business activities of Facilities Management and Multi-services. Your initial place of posting will be at our site **"TCS - SIRUSERI - FM - CHENNAI".**

Your Detailed Appointment letter with Salary detail will be offered to you on or before joining.

Your salary is fixed pay of 2.3 LPA, PF, ESI, Bonus will be paid as per Law and Rules applicable. No other allowance will be paid unless confirmed in writing. You will be liable to be transferred anywhere in our existing or future units.
Your service contract will automatically come to an end on completion of one year from your date of joining. Your contract will automatically get terminated earlier in the event our contract with our client comes to an end before the expiry of your service contract, for whatsoever reasons. You will be expected to join the organization on or before **08-04-2024.**

Please sign a duplicate copy of this letter as a token of your acceptance of the offer. We look forward to welcoming you to our organization.

Yours Sincerely.

Sodexo India Services Private Limited.

Authorized Signatory

#WEARESODEXO

Be Part of Something Greater



Dear KARTHIKEYAN S,

At Sodexo, our purpose is to create a better everyday for everyone to build a better life for all. And it all starts with you.

We appreciate the time you have invested in our interview process and, as discussed, we believe your skills and experience are a great match for this position. We are pleased to extend a formal offer of employment for you to join Sodexo and be part of something greater.

What can you expect if you join us?

If you accept this offer, you will be joining an extraordinary team of 412,000+ employees around the world, who believe in the difference a day makes. They drive concrete improvements for their communities and, together, they make an impact on millions of people throughout the world. That is why we work hard to create a culture where every employee can belong to a supportive team, act with purpose, and thrive in their own way.

The letter that follows contains information about our formal offer of employment, complete with terms and conditions for you to review. However, before you read through your offer, we would like to thank you for your consideration as, through this process, you have already made an impact on us.

If you have any questions or concerns, please feel free to contact a member of our recruitment team. Thank you, again, and we look forward to welcoming you into the Sodexo team. **#WeAreSodexo #BePartOfSomethingGreater**

Sincerely,

The Recruitment Team

sodexo

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SODEXO/41010811/2024/923846
06, April 2024

Offer Letter

Dear KARTHIKEYAN S,

Following your recent interview, we are pleased to offer you the position of **Technician** on a Fixed Tenure Contract within our organization in India for our business activities of Facilities Management and Multi-services. Your initial place of posting will be at our site **"TCS - SIRUSERI - FM - CHENNAI".**

Your Detailed Appointment letter with Salary detail will be offered to you on or before joining.

Your salary is fixed pay of 2.3 LPA, PF, ESI, Bonus will be paid as per Law and Rules applicable. No other allowance will be paid unless confirmed in writing. You will be liable to be transferred anywhere in our existing or future units.
Your service contract will automatically come to an end on completion of one year from your date of joining. Your contract will automatically get terminated earlier in the event our contract with our client comes to an end before the expiry of your service contract, for whatsoever reasons. You will be expected to join the organization on or before **08-04-2024.**

Please sign a duplicate copy of this letter as a token of your acceptance of the offer. We look forward to welcoming you to our organization.

Yours Sincerely.

Sodexo India Services Private Limited.

Authorized Signatory

#WEARESODEXO

Be Part of Something Greater



Dear JACOBMARTIN I,

At Sodexo, our purpose is to create a better everyday for everyone to build a better life for all. And it all starts with you.

We appreciate the time you have invested in our interview process and, as discussed, we believe your skills and experience are a great match for this position. We are pleased to extend a formal offer of employment for you to join Sodexo and be part of something greater.

What can you expect if you join us?

If you accept this offer, you will be joining an extraordinary team of 412,000+ employees around the world, who believe in the difference a day makes. They drive concrete improvements for their communities and, together, they make an impact on millions of people throughout the world. That is why we work hard to create a culture where every employee can belong to a supportive team, act with purpose, and thrive in their own way.

The letter that follows contains information about our formal offer of employment, complete with terms and conditions for you to review. However, before you read through your offer, we would like to thank you for your consideration as, through this process, you have already made an impact on us.

If you have any questions or concerns, please feel free to contact a member of our recruitment team. Thank you, again, and we look forward to welcoming you into the Sodexo team. **#WeAreSodexo #BePartOfSomethingGreater**

Sincerely,

The Recruitment Team

sodexo

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SODEXO/41010811/2024/923847
06, April 2024

Offer Letter

Dear JACOBMARTIN. I,

Following your recent interview, we are pleased to offer you the position of **Technician** on a Fixed Tenure Contract within our organization in India for our business activities of Facilities Management and Multi-services. Your initial place of posting will be at our site **"TCS - SIRUSERI - FM - CHENNAI".**

Your Detailed Appointment letter with Salary detail will be offered to you on or before joining.

Your salary is fixed pay of 2.3 LPA, PF, ESI, Bonus will be paid as per Law and Rules applicable. No other allowance will be paid unless confirmed in writing. You will be liable to be transferred anywhere in our existing or future units.
Your service contract will automatically come to an end on completion of one year from your date of joining. Your contract will automatically get terminated earlier in the event our contract with our client comes to an end before the expiry of your service contract, for whatsoever reasons. You will be expected to join the organization on or before **08-04-2024.**

Please sign a duplicate copy of this letter as a token of your acceptance of the offer. We look forward to welcoming you to our organization.

Yours Sincerely.

Sodexo India Services Private Limited.

Authorized Signatory

iLink Systems
Thinking Beyond

23/09/2023

WELCOME LETTER

Dear Arun Kumar V,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Systems.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards

Garima Sharma
Director

iLink Systems Private Limited | Office 7 & 8 First Level,ELCOT IT PARK, Navaipattu, Trichy-620026 | Phone: +91 4312580309 www.ilink-systems.com

iLink Systems
Thinking Beyond

23/09/2023
IL-Tri-Con-277

Arun Kumar V
Trichy

Email: arunvksp@gmail.com

Dear **Arun Kumar V**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Systems Private Limited,** Trichy for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Trichy at iLink Systems Pvt. Ltd Office Area 7 & 8, First Level, ELCOT IT Park, Navalpattu, Trichy – 620026. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Systems
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards

Garima Sharma
Director

iLink Systems Private Limited
Office 7 & 8 First Level,ELCOT IT PARK, Navalpattu, Trichy-620026
Phone: +91 4312580309
www.ilink-systems.com

iLink Multitech Solutions
Thinking Beyond

25/09/2023

WELCOME LETTER

Dear Sridevi P,

Welcome to the iLink family. We are excited to extend you an offer to join us as consultant. We are delighted to have a valuable and competent associate like you as part of the already wonderful team at iLink Multitech Solutions.

At iLink, we continuously strive to chart a course for success and take our associates along on this journey. We are confident that you would enjoy the journey and we would fuel each other's success.

The terms and conditions of the contract have been covered in the later part of this letter.

We look forward to working with you and wish you a very successful career with us.

Warm Regards



Garima Sharma
Director

iLink Multitech Solutions
Thinking Beyond

25/09/2023
IL-Che-Con-286

Sridevi P
Chennai

Email: spkumarsri1975@gmail.com

Dear **Sridevi P**

Congratulations!

With reference to the interview held on **13/09/2023**, we are pleased to offer you Consultant role at **iLink Multitech Solutions** for a period of 6 months. Any further extension of the internship period will be mutually decided.
Your work location will be based out of our office in Chennai Origin Towers, 2nd and 3rd Floor, 11-13, Type II, Dr. VSI Estate, Thiruvanmiyur. During the Contract period, you would be eligible for a monthly consulting charge of **Rs. 10000/- (Rupees Ten Thousand Only)**.

Your joining date will be on or before **22/01/2024.** If circumstances change, we may extend your joining date to a future date.

A detailed contract setting out the terms and conditions will be furnished at the time of your joining. Your appointment will be governed by the rules and regulations in vogue and that may be introduced from time to time.

Please note that the company may conduct a reference check on you either directly or through an appointed agency about your academics, family, background, character and conduct. This Contract is being made considering the facts and information submitted by you in the Company's application form. Any deviation on the above will entitle the Company to take decisions deemed fit and as per the existing company policy, including immediate termination without payment of any severance fee.

iLink Multitech Solutions
Thinking Beyond

At the time of joining, please submit the following documents:

- Aadhar card
- PAN card
- Mark sheets in support of your educational qualifications
- Two passport sized colour photographs

We look forward to you joining us. Please do not hesitate to call us for any information you may need.

Warm Regards



Garima Sharma
Director

Fwd:

Narmadhakarthikeyan Narmadhakarthikeyan <narmadhakarthikeyan28@gmail.com> Tue, Jan 30, 2024 at 11:14 AM

To: "rameshbabu-eee@saranathan.ac.in" <rameshbabu-eee@saranathan.ac.in>

---------- Forwarded message ---------
From: **S R, Sanjeev (Contingent)** <sanjeev.x.sr@timken.com>
Date: Mon, Jan 29, 2024, 9:58 AM
Subject: Joining Intimation
To: narmadhakarthikeyan28@gmail.com <narmadhakarthikeyan28@gmail.com>

Dear Narmadha K,

Congratulations!!

We are glad to inform you that you have been **selected** for the position of Graduate Apprentice in Chennai Factory. We are expecting you to join us on **1st February 2024.**

Position Summary

Role : Graduate Apprentice

Salary : Rs.17,000/- Stipend + Rs. 1,000/- Attendance Incentive (Take home)

Welfare benefits: Canteen & Transport (Free of cost)

Tenure : 3 years (Further progression & confirmation subject to vacancies / individual performance)

Timken is a global industrial leader with a growing portfolio of engineered bearings and power transmission product brands headquartered at the USA. Our presence is spread over 33+ countries across the globe serving almost every industry with an annual turnover of more than $ 4.0 billion. In India, our Corporate office is located at Bangalore with two plants located at Chennai & Jamshedpur respectively and a sub-brand ABC bearing in Gujarat, along with several regional offices in most of the important cities. For more details about the company, please refer to the attached link:
https://www.timken.com/en-in/about/

Location: https://goo.gl/maps/qsBZ8EpjzqwgyMfP9

The following documents are required for the further process(Carry originals along with you for verification and only photocopies need to be submitted):

- E-Aadhar recently downloaded **
- Pan*(if not apply temporary pan)

04-02-2024
CIELHR/ZF/NAPS

Dear SARAVANA KUMAR L,

Provisional Offer for NAPS

We are pleased to offer you apprenticeship in our organization and your services are being deputed to **ZF Commercial Vehicle Control Systems** on the following terms and conditions:

Your apprenticeship will be valid from the date of joining till the period of **1 YEAR** unless and until it is specifically extended in writing. You are advised to report on 05-02-2024

During the above-mentioned period, your services may be deputed to our client to do work pertaining to incidental to the client's business at any of their locations within India.

Your monthly Net stipend will be **Rs. 17075 + 1500 (Attendance bonus)**

Your apprenticeship is subjected to producing the following documents:

a. Proof of your educational certificates, Aadhar proof, Age Proof and Passport size photographs.
b. You have to fill joining Form, Applicant Profile form and arrange to submit it on or before joining.

Please note that this is only a provisional offer of apprenticeship term and is not to be constructed as an apprenticeship letter. A Contract letter would be issued to you on your accepting this provisional offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the provisional offer, a detailed Contract letter would be sent to you once you fulfil our apprenticeship conditions and join duty.

Wishing you the very best!

Yours truly,

For Ciel HR Services Pvt. Ltd.

Aditya Narayan Mishra
CEO

CORIZO

+91 8971527740
radhika@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

27th March,2024

PROBATION OFFER LETTER

Dear **SHRINA MAGGI. J S,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" which will be unpaid.** Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Business Development Associate (BDA).**

Date Of Joining: 03rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

After your probation period you shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <**radhika@corizo.co.in**> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name : J·S·Shina Maggi

Date : 28·03·2024

Signature :

MX-HUB TECHNOCARE

MX-HUB TECHNOCARE PVT LTD

Date 23rd Jan 2024

To,

Mr Daniel Winfred J
EEE Department,
Final Year (4th Year 8th Semester)
Saranathan College of Engineering.

Sub: Approval for Internship

Dear Mr. Daniel Winfred,

We are delighted to accept the request of internship for you with our company starting from 1st February 2024 to 2nd May 2024 for a period of 90 days. You will be working in our organisation on our different ongoing projects.

All the details in relation with the project and duties will be shared on the very first day of your internship. And once you complete the internship of three months the company will issue you an Internship Certificate.

During the period of internship, you will come across sensitive information and important details of the company. Therefore, you will need to maintain the confidentiality of company information and you will be paid Rs. 10000/- (Monthly) as stipend,after confirmation 3 LPA will be given based on performance.

With best regards,

For MX-Hub Technocare Pvt Ltd.,

MX-HUB TECHNOCARE PVT LTD CHENNAI-107

B.J.Ramakrishnan
Manager Admin and Operations

No.18, Netaji Avenue Main Road, Kanniyamman Nagar, Nerkundram, Chennai - 600 107
+91 95001 24084, Email : info@mxhub.co.in www.mxhub.in
GST No : 33AAICM1019D1Z8 U74999TN2012PTC086983

BEE BEE CONTROL PVT. LIMITED

CONTROL & INSTRUMENTATION AND ELECTRICAL ENGINEERING CONTRACTOR

CIN : U29120WB1987PTC042182

Since: 1987

HEAD OFFICE :
3/1/3, Bosepukur Prantik Pally,
Kolkata - 700042
Phone : 033 - 64532986
Fax : 033 - 28400630

REGIONAL OFFICE :
No. 4, Old Good Shed Road,
Tiruchirappalli - 620002.
Tamilnadu.
Phone : 0431-2700392

E-mail : projects.beebeecontrol@gmail.com / Contact : +91- 7904493516

Ref: BBCPL/23-24/MA/04

January 19,2024

TO,
Mr.Sumeeth S,
No,1/228, Kannadasan Street,
Mogappair,Ambathur,
Tiruvallur-600037

Dear Mr.Sumeeth S
Sub: OJT-APPOINTMENT ORDER

We have pleasure to inform you that you have successfully completed the In house Training at our Institute, and further you are appointed as **Field Engineer (On Job Trainee)** for a period of 6 months. After Completion of 6 Month OJT at our project site you will be promoted as **Field Engineer (probationary)**.

Date Of Joining : This appointment order will be effective from 19.01.2024.

TERMS & CONDITIONS FOR ON-JOB-TRAINING PROGRAMME

1. TRAINING

a) IN-HOUSE CLASS ROOM TRAINING:

The Training duration will be 1 **WEEKS** in our Institute at Puducherry. During the in-house class room training at Puducherry, the candidates have to make their own arrangements for accommodation, food and local conveyance. Morning and evening coffee/tea shall be provided by the company. No stipend will be paid during the in-house class room training.

b) ON-JOB-TRAINING:

After the successful completion of class room training, the candidate will be deputed to various ongoing projects anywhere in India. The duration of on-job-training will be for 6 months.

2. On-Job-Training at Project Sites

During On-Job-Training, the candidate will be paid a stipend of Rs.7,500/- (Rupees Seven Thousand Five Hundred Only) per month. Besides, the company also provides the benefits like **PF, Bonus, Local accommodation, Local conveyance at site & ESI (if applicable).**

After the completion of On-Job-Training at Project Sites, the candidates will be reporting at H.O. to attend an interview/ performance evaluation for regular employment in Bee Bee Control Pvt Ltd. The successful candidates will be selected for regular employment as FIELD ENGINEER (PROBATIONARY) as per the rules & regulations of the Organization.
In case the candidate is not selected after On-Job-Training, the candidate has to look out for his future career on his own.
During probation period, the candidate will be paid an **annual approximate CTC (Cost to the Company) package** of Rs.2.5Lakhs. The **annual approximate CTC package** may vary up to a maximum of Rs.3.5 Lakhs, subject to the performance of the individual.

BEE BEE CONTROL PVT. LIMITED

CONTROL & INSTRUMENTATION AND ELECTRICAL ENGINEERING CONTRACTOR

Since: 1987

CIN : U29120WB1987PTC042182

HEAD OFFICE :
3/1/3, Bosepukur Prantik Pally,
Kolkata - 700042
Phone : 033 - 64532986
Fax : 033 - 28400630

REGIONAL OFFICE :
No. 4, Old Good Shed Road,
Tiruchirappalli - 620002.
Tamilnadu.
Phone : 0431-2700392

E-mail : projects.beebeecontrol@gmail.com / Contact : +91- 7904493516

3. ACCOMMODATION, TRAVEL EXPENSES & LOCAL CONVEYANCE FOR DEPUTATION TO PROJECT SITE

Travel Allowance & Refreshment Expenses will be provided to team members to travel from Head Office to the respective project sites. The candidates will be provided **FREE** group accommodation at site with other team members. Candidates will also be given **FREE** local conveyance at their respective project sites. Food expenses at Project Sites shall be borne by the Candidates.

4. PROVIDENT FUND / ESI

We will be deducting employees' contribution of 12% amount from their Stipend / Salary (Basic + DA) and this amount will be remitted to their PF account along with equal amount of employer contribution.

As per the statutory rules, ESI will be deducted (only if applicable at Site) from stipend/ Gross Salary.

5. LEAVE

No leave eligibility is given during the ON-JOB-TRAINING period.

For Bee Bee Control Pvt Ltd.,

Arunachalam M
Authorised Signatory

I accept the offer as above

Candidate Signature

BLACK AND WHITE ENGINEERING SOLUTIONS

Feb 01, 2024

Ms. M.Gayatheri
Thiruverumbur,
Trichy-620013

Subject: Offer of Appointment

Dear Gayatheri,

We are pleased to extend a job offer to you for the position of Detailer, Grade - 2 at Black and White Engineering Solutions. We are confident that your skills and experience will be valuable to our team.

Job Details

- Job Title: Detailer, Grade - 2
- Department: Steel and Structutal Engineering • Reporting to: Manager
- Starting Date: 05-02-2024
- Location: Trichy
- Salary:Rs.8000 during internship and 2.5 LPA after completion.
- Salary:

Overtime Policy

1. Employees working overtime (with prior approval) are entitled to 1.25 times of regular wage.
2. Employees who work more than one hour from shift time will be paid under overtime policy. This is not applicable for employees working remotely.
3. Employees working on Sunday will be paid under overtime policy.

Leave Policy

1. The standard monthly leave entitlement (paid leave) is 1 day.
2. Any additional leaves beyond the allotted leave for the month will be considered as unpaid leaves and is subjected to management approval.
3. Any and all leaves can be availed only after prior management approvals.
4. Employees can encash their unused leaves at the end of financial year.
5. Leaves cannot be carried forward.
6. Employees are required to give a Notice period of 30 days before leaving the company.

The above terms and conditions are based on company policies, procedures and other Rules and Regulations currently applicable to the company's employees and are subject to amendments and adjustments from time to time.

S2, Plot No.: 2/2,
GK Tower, Gandhi Salai Main Street,
Kailash Nagar, Kattur, Tiruchirappalli,
Tamil Nadu - 620 019, India
Tel : +91 86675 15532

propel

To

06/02/2024

The Principal
Saranathan College of Engineering,
Tiruchirappalli - 620012

Dear Sir / Madam,

Sub: Permission for Project work – Granted

With reference to the above, we are pleased to inform you that **Ms. Siva Sankari N (Roll No: 813820105061)** student of your college doing final year **BE Electrical and Electronics Engineering** has been granted permission to do the Internship as a part of her curriculum for a period from 05.02.2024 to 06.05.2024 on all days the permission granted is subject to the following terms & conditions.

- Field work should be done only in the academic interest and purpose.
- The data collected during the process of doing Internship should be kept confidential and should not be used & shared other than the academic purpose.
- Stipend will be paid as Rs.10,000 and other benefits will not be applicable during internship. After successful completion, fixed salary of 2.5 LPA will be given.
- The material and other components if any during the Internship should be brought by the students and the students will not be permitted to use the system or software in the company.
- The students should follow the rules and regulations of the company while coming to the internship.
- A copy of internship report should be submitted to the company then only the completion certificate will be issued by the company to student.

With kind Regards,

For Propel Industries Pvt Ltd

S. HARISH
Group CHRO

Kothari
SUGARS AND CHEMICALS LTD
Kattur Post - 621 706 Lalgudi Taluk, Trichy Dist., Tamilnadu.
Phone : 0431-2541224 2541350 / 2541453 Fax : 0431-2541451
e-mail : ksci_katt@hckgroup.com
GSTIN : 33AABCK2495F1ZP
HCK

KSCL/PD/2024/ 01/02/2024

To
Professor & Head,
Department of Electrical and Electronic Engineering,
Saranathan College of Engineering
Trichy - 620 012.

Dear Sir/Mam,

Sub: JOB OFFER CUM INTERNSHIP ORDER

****

In response to your request letter cited above, your student's from B.E. Electrical and Electronic Engineering Final year are permitted to Internship in our factory from (05/02/2024 to 05/03/2024) as per your request. The students are hereby required to prescribe the following instructions during that period.

Mr.P. Franklin Patrick (813820105020)
Mr.R. Kishore (813820105031)

It is purely the students own risk to take training in our Mills and if any accident occurs the management will not be held responsible for any other compensation, Medical expenses etc.

It is necessary to cover under personal accident insurance policy during that period. Hence the students have to produce personal accident insurance policy copy taken under any general insurance company at the time of joining in factory.

The students have to make own arrangements for accommodations and food. They have to report to the concerned officer daily or weekly once after entering and before leaving the factory premises.

They should adhere with strict discipline during that period. They should abide rules and regulations of the company very strictly.

Stipend is fixed for 3 months as Rs.10,000 and after completion, salary may be fixed between 2.5 to 2.75 LPA based on their performance.

For Kothari Sugars and Chemicals Limited.,

Authorized signatory

KOTHARI SUGARS AND CHEMICALS LTD. KATTUR, LALGUDI TK, TRICHY - DT

TECH7
AUTOMATION

03rd Feb 2024

Saturday.

Sub: Accepted for Internship & Project

To whom So Ever It MayConcern

This is to issue that below student of SARANATHAN COLLEGE OF ENGINEERING - TIRUCHIRAPPALLI.For one year fixed salary of 2.5 LPA.

1) **P.K.Dinesh -B.E. EEE – Final Year,**
2) **P.Gobinath -B.E. EEE – Final Year,**
3) **M.Loga Vignesh - B.E. EEE – Final Year,**
4) **A.Prasanna Kumar - B.E. EEE – Final Year.**

This is reference to your letter dated on 22nd Jan 2024. We are pleased to accept your letter and provide permission for doinginternship& Project at our concern - period from 19th February 2024 to 19th May 2024. During this period, Students will be designated as "Project Trainee".

During the Training your mentor is: **- Mr.Jeganathan.S - Manager – Production,**

Note: Fixed stipend of Rs.8000 for 4 months.

Sathyanarayanan T

GM - Operations

Tech7 Automation

Tech7 Automation Systems (I) Pvt. Ltd.,
Sf. No. 106/1 Palathurai Road Puvu, Seerapalayam Road,
Bodipalayam, Madukkarai Post, Coimbatore - 641105
Mob: +9194885 54241 Phone: 0422 2916241
e-mail : tech7@tech7automation.com Web: www.tech7automation.com

TÜV AUSTRIA
An ISO 9001:2015 Company

SILICON ELEVATORS Co
www.siliconelevators.in

14 YEARS

Date:06.02.2024

Ref: 2024/Ltr/05

To,

Nasreen Banu A,

Trichy,

Ph: 9942120306

Dear Nasreen,

We would like to offer you the position of intern in our company for three-month period from 12th February, 2024 to 12th May,2024. As an intern, you can expect tasks that help you learn a new skill or more about the industry and work with fellow employees on specific projects. We will be happy to train you and help you connect your classroom knowledge with On-field experience.

You are expected to work 7 hours a day from Monday to Saturday at our head office with a reasonable stipend. Occasionally, you may be required to work additional hours or remotely, as per the business requirement. You will be reporting to our company manager who will also be the supervisor for you during this internship period.**Fixed stipend of Rs.10,000 for 4 months.**

After completion of Internship salary will be fixed between **2.75-3 LPA** based on the performance.

For Silicon Elevators Co,

Authorized signature

VDart

HR Ref No. VGC2024401

Campus Trainee Offer Letter

11 Mar 2024

Dear AARADHANA. A

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020. Your training commences on May 24, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

*** Training period may extend time to time considering the current pandemic situation and Business requirement**

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with VDart Group.

This is the **Provisional Trainee Offer letter** and the **Formal Offer / Appointment Orde**r with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,



Mohana Sundaram
Assistant General Manager – HR

VDart

HR Ref No. VGC2024402

Campus Trainee Offer Letter

11 Mar 2024

Dear HEMADHARSHINI. A

Congratulations! Greetings from the VDart Group. Further to your application for employment with us, and the subsequent hiring process happened in your College Campus, we have selected you for our Training program.

The location of your initial reporting for training will be at at VDart Inc, No 30/1, Chennai Bye-Pass Road, Mannarpuram, Trichy – 620020. Your training commences on May 24, and you would be reporting to the Training Manager Ibrahim.

You would undergo **6 weeks of Training & Budding wherein 3 weeks will be in Day Shift and remaining 3 weeks in US shift. On Successful Completion** of Training & Budding **you are eligible for a Stipend Payout of Rs.6,000/-** also you will be hired as a **Trainee Recruiter** on rolls with VDart Group with **Annual CTC** of **Rs 2,25,000/- per annum, (Two Lakh Twenty-Five Thousand Only).**

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On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training, and the contractual obligation to be with VDart Group.

This is the **Provisional Trainee Offer letter** and the **Formal Offer / Appointment Orde**r with terms of your employment will be sent to you on your joining date.

We congratulate you and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Please sign the duplicate copy of the letter as a token of your acceptance and return it to us for office records.

Yours Sincerely,



Mohana Sundaram
Assistant General Manager – HR

Mallow Technologies
Private Limited
No.62, Vivekananda nagar main road,
Sengunthapuram, Karur - 639 001

2nd February , 2024

DHILIP RAJ. M P
Final EEE,SARANATHAN COLLEGE OF ENG.
Trichy - 12

Dear Dhilip Raj,

With reference to the discussions we had, we are pleased to offer you the job as “Developer - Trainee” at Mallow Technologies Private Limited.

This offer is valid provided you successfully complete your internship and degree course in this academic year. Your date of appointment will be intimated later.

Your Annual CTC will be INR.4,20,000/- once you are appointed. The detailed pay structure is explained in Annexure A.

The notice period, for both the company and you, is 65 working days.

Please read all the terms & conditions and let us know your acceptance of the offer by replying within Saturday, 3rd ,February 2024.

Mallow Technologies
Private Limited
No.62, Vivekananda nagar main road,
Sengunthapuram, Karur - 639 001

2nd February , 2024

HARISH. M
Final EEE,SARANATHAN COLLEGE OF ENG.
Trichy - 12

Dear M.Harish,

With reference to the discussions we had, we are pleased to offer you the job as “Developer - Trainee” at Mallow Technologies Private Limited.

This offer is valid provided you successfully complete your internship and degree course in this academic year. Your date of appointment will be intimated later.

Your Annual CTC will be INR.4,20,000/- once you are appointed. The detailed pay structure is explained in Annexure A.

The notice period, for both the company and you, is 65 working days.

Please read all the terms & conditions and let us know your acceptance of the offer by replying within Saturday, 3rd ,February 2024.

Mallow Technologies
Private Limited
No.62, Vivekananda nagar main road,
Sengunthapuram, Karur - 639 001

2nd February , 2024

Mr.K.Prathaban
Final EEE,SARANATHAN COLLEGE OF ENG.
Trichy - 12

Dear K.Prathaban

With reference to the discussions we had, we are pleased to offer you the job as “Developer - Trainee” at Mallow Technologies Private Limited.

This offer is valid provided you successfully complete your internship and degree course in this academic year. Your date of appointment will be intimated later.

Your Annual CTC will be INR.4,20,000/- once you are appointed. The detailed pay structure is explained in Annexure A.

The notice period, for both the company and you, is 65 working days.

Please read all the terms & conditions and let us know your acceptance of the offer by replying within Saturday, 3rd ,February 2024.

ICE

Date: 19/03/2024

TRAINING OPPORTUNITY

To

1. BALAJI.V, CHANDRU.V, IRSHATH AHMED, KAVIN.G, KEERTHIVASAN.V, - ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



Confidential. Do not distribute to third parties.

BOAT SCHEME

ELIGIBLE CRITERIA:

- **BE – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES**
- STREAMS: EEE, ECE, MECH AND E & I

DIPLOMA – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES

- STREAM: EEE, ECE, MECH AND CONTROL ENGINEERING

STIPEND:

Rs.14000/-

DOCUMENTS REQUIRED:

- AADHAR – PHOTO COPY
- BANK PASSBOOK – PHOTO COPY,
- PAN CARD/VOTERS ID - PHOTO COPY
- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

NON ENGINEERING
Only UG Degree

STIPEND:

- STIPEND RS.14000/-

QUALIFICATION

BA (ENGLISH/HISTORY/FINANCE/BANKING) FOR 2020, 2021, 2022, 2023 & 2024
BSC (CHEMISTRY/PHYSICS/MATHS/ELECTRONICS/COMPUTER SCIENCE) FOR 2020, 2021, 2022, 2023 & 2024
BCOM (GENERAL) FOR 2020, 2021, 2022, 2023 & 2024

DOCUMENTS REQUIRED

- AADHAR – PHOTO COPY
- BANK PASSBOOK – PHOTO COPY,
- PAN CARD/VOTERS ID - PHOTO COPY
- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

Thank You

PREIPOLAR
ENGINEERING PRIVATE LIMITED
M-17, SIPCOT Hi-Tech SEZ, Sriperumbudur, Sunguvarchathiram,
Kanchipuram – 602105, E-mail:info@preipolar.com www.preipolar.com

OFFER LETTER

15.05.2024

Dear Mr. Barani Daran R

Ref: Offer Letter

With reference to your application and the subsequent interview that you had with us; we are pleased to offer you employment under the following terms and conditions:

1. You will be designated as **"Graduate Engineer Trainee"**
2. This offer is valid on the condition that the date of Joining on **27th May 2024**.
3. Your **CTC** will be **Rs. 25,000/- (**Rupees Twenty Five Thousand Only) per month.
4. On accepting the offer and joining you shall devote your whole time during working hours, carryout the work as assigned to your diligently, honestly and to the best of your capacity. During the period of your service with the company, you shall not carry on any business of your own and shall not at any time disclose to anyone any information know-how, knowledge, secrets, methods, plans etc., of the company whatsoever may be circumstance.
5. This offer is made on the understanding that you will serve the company for a minimum period of 3 year.
6. This offer is made on the understanding that the information given by you in your application is correct, true, and complete and that you are medically fit to carry out the assignment with due importance and care. If it is found at any time that the information given by you is incorrect or incomplete, this offer and subsequent appointment may be terminated at any time without any prior notice, even after you have taken-up the employment.
7. Formal appointment Order will be issued on the date of Joining.
8. Your appointment will stand cancelled, if you are not joined in the mentioned date of joining.

This offer order is issued to in duplicate and you are requested to sign and return the duplicate of the same as a token of your acceptance.

FOR PREIPOLAR ENGINEERING PRIVATE LIMITED

Authorized Signatory

I have read and understood the contents of this order and have voluntarily accepted the same. I shall report to work on.

Place: Sriperumbudur
Date: 15.05.2024

Signature of the Employee
Name Mr. Barani Daran R

EMP NO 0358

Boomika .S

Junior BIM Modeler



VerBrannen

DOB

06.12.2002

DOJ

04.11.2024

Blood Group

B+ve

Address

45B, Nawab Thottam,
Woraiyur,
Trichy-62003

Contact

+91 9363367423

Emg. Contact

+91.6379165073

VerBrannen

Sriram Towers, No.48/1, Ukkadai,
Ariyamangalam, Trichy - 620010,
Tamilnadu.

Date: 19/03/2024

TRAINING OPPORTUNITY

To

1. BALAJI.V, CHANDRU.V, IRSHATH AHMED, KAVIN.G, KEERTHIVASAN.V, - ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



Confidential. Do not distribute to third parties.

BOAT SCHEME

ELIGIBLE CRITERIA:

- **BE – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES**
- STREAMS: EEE, ECE, MECH AND E & I

DIPLOMA – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES

- STREAM: EEE, ECE, MECH AND CONTROL ENGINEERING

STIPEND:

Rs.14000/-

DOCUMENTS REQUIRED:

- AADHAR – PHOTO COPY
- BANK PASSBOOK – PHOTO COPY,
- PAN CARD/VOTERS ID - PHOTO COPY
- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

NON ENGINEERING
Only UG Degree

STIPEND:

- STIPEND RS.14000/-

QUALIFICATION

BA (ENGLISH/HISTORY/FINANCE/BANKING) FOR 2020, 2021, 2022, 2023 & 2024
BSC (CHEMISTRY/PHYSICS/MATHS/ELECTRONICS/COMPUTER SCIENCE) FOR 2020, 2021, 2022, 2023 & 2024
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- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Thank You

Date: 19/03/2024

TRAINING OPPORTUNITY

To

: MUKESH.P, SUDHARSAN.S, VISHALRAJ, HARIPRAKASH.R, SUBHASAN.R-ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

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- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Thank You

PREIPOLAR
ENGINEERING PRIVATE LIMITED
M-17, SIPCOT Hi-Tech SEZ, Sriperumbudur, Sunguvarchathiram,
Kanchipuram – 602105, E-mail:info@preipolar.com www.preipolar.com

OFFER LETTER

31.05.2024

Dear Mr. Irshath Ahmed MS

Ref: Offer Letter

With reference to your application and the subsequent interview that you had with us; we are pleased to offer you employment under the following terms and conditions:

1. You will be designated as **"Instrumentation Engineer"**
2. This offer is valid on the condition that the date of Joining on **03rd June 2024**.
3. Your **CTC** will be **Rs. 25,000/- (**Rupees Twenty Five Thousand Only) per month.
4. On accepting the offer and joining you shall devote your whole time during working hours, carryout the work as assigned to your diligently, honestly and to the best of your capacity. During the period of your service with the company, you shall not carry on any business of your own and shall not at any time disclose to anyone any information know-how, knowledge, secrets, methods, plans etc., of the company whatsoever may be circumstance.
5. This offer is made on the understanding that you will serve the company for a minimum period of 3 year.
6. This offer is made on the understanding that the information given by you in your application is correct, true, and complete and that you are medically fit to carry out the assignment with due importance and care. If it is found at any time that the information given by you is incorrect or incomplete, this offer and subsequent appointment may be terminated at any time without any prior notice, even after you have taken-up the employment.
7. Formal appointment Order will be issued on the date of Joining.
8. Your appointment will stand cancelled, if you are not joined in the mentioned date of joining.

This offer order is issued to in duplicate and you are requested to sign and return the duplicate of the same as a token of your acceptance.

FOR PREIPOLAR ENGINEERING PRIVATE LIMITED

Authorized Signatory

I have read and understood the contents of this order and have voluntarily accepted the same. I shall report to work on.

Place: Sriperumbudur
Date: 31.05.2024

Signature of the Employee
Name Mr. Irshath Ahmed MS

BEE BEE CONTROL PVT. LIMITED

CONTROL & INSTRUMENTATION AND ELECTRICAL ENGINEERING CONTRACTOR

CIN : U29120WB1987PTC042182

Since : 1987

HEAD OFFICE :
3/1/3, Bosepukur Prantik Pally,
Kolkata - 700042
Phone : 033 - 64532986
Fax : 033 - 28400630

REGIONAL OFFICE :
No. 4, Old Good Shed Road,
Tiruchirappalli - 620002.
Tamilnadu.
Phone : 0431-2700392

E-mail : projects.beebeecontrol@gmail.com / Contact : +91- 7904493516

Ref: BBCPL/23-24/MA/05

January 30,2024

TO,
Mr.Joe Jasper Raja B,
No,/719-L10, Roja Nagar ,
Illupaikkudi,Sivaganga,
TamilNadu-630202.

Dear Mr.**Joe Jasper Raja B,**
Sub: OJT-APPOINTMENT ORDER

We have pleasure to inform you that you have successfully completed the In house Training at our Institute , and further you are appointed as **Field Engineer (On Job Trainee)** for a period of 6 months. After Completion of 6 Month OJT at our project site you will be promoted as **Field Engineer (probationary)** .

..

..

Date Of Joining : This appointment order will be effective from 01.02.2024.

TERMS & CONDITIONS FOR ON-JOB-TRAINING PROGRAMME

1. TRAINING

a) IN-HOUSE CLASS ROOM TRAINING:

The Training duration will be 1 **WEEKS** in our Institute at Puducherry. During the in-house class room training at Puducherry, the candidates have to make their own arrangements for accommodation, food and local conveyance. Morning and evening coffee/tea shall be provided by the company. No stipend will be paid during the in-house class room training.

b) ON-JOB-TRAINING:

After the successful completion of class room training, the candidate will be deputed to various ongoing projects anywhere in India. The duration of on-job-training will be for 6 months.

2. On-Job-Training at Project Sites

During On-Job-Training, the candidate will be paid a stipend of Rs.7,500/- (Rupees Seven Thousand Five Hundred Only) per month. Besides, the company also provides the benefits like **PF, Bonus, Local accommodation, Local conveyance at site & ESI (if applicable).**

After the completion of On-Job-Training at Project Sites, the candidates will be reporting at H.O. to attend an interview / performance evaluation for regular employment in Bee Bee Control Pvt Ltd. The successful candidates will be selected for regular employment as **FIELD ENGINEER (PROBATIONARY)** as per the rules & regulations of the Organization.
In case the candidate is not selected after On-Job-Training, the candidate has to look out for his future career on his own.
During probation period, the candidate will be paid an **annual approximate CTC (Cost to the Company) package** of Rs.2.5 Lakhs. The **annual approximate CTC package** may vary up to a maximum of Rs.3.5 Lakhs, subject to the performance of the individual.

BEE BEE CONTROL PVT. LIMITED

CONTROL & INSTRUMENTATION AND ELECTRICAL ENGINEERING CONTRACTOR

CIN : U29120WB1987PTC042182

Since : 1987

HEAD OFFICE :
3/1/3, Bosepukur Prantik Pally,
Kolkata - 700042
Phone : 033 - 64532986
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No. 4, Old Good Shed Road,
Tiruchirappalli - 620002.
Tamilnadu.
Phone : 0431-2700392

E-mail : projects.beebeecontrol@gmail.com / Contact : +91- 7904493516

3. ACCOMMODATION, TRAVEL EXPENSES & LOCAL CONVEYANCE FOR DEPUTATION TO PROJECT SITE

Travel Allowance & Refreshment Expenses will be provided to team members to travel from Head Office to the respective project sites. The candidates will be provided **FREE** group accommodation at site with other team members.
Candidates will also be given **FREE** local conveyance at their respective project sites. Food expenses at Project Sites shall be borne by the Candidates.

4. **PROVIDENT FUND / ESI**

We will be deducting employees' contribution of 12% amount from their Stipend / Salary (Basic + DA) and this amount will be remitted to their PF account along with equal amount of employer contribution.
As per the statutory rules, ESI will be deducted (only if applicable at Site) from stipend/ Gross Salary.

5. LEAVE

No leave eligibility is given during the ON-JOB-TRAINING period.

For Bee Bee Control Pvt Ltd.,

Arunachalam M
Authorised Signatory

BEE BEE CONTROL PVT LIMITED Tiruchirappalli 620 002 No. 4, Old Good Shed Road

I accept the offer as above

Candidate Signature

SyncSols® Private Limited

1/22B Hossuramman Koil Street, Chengalpattu – 603002
Tamilnadu, India

To,
KAVIN G
3/62, Sri Ramulu
Nagar Kaveripattinam
Krishnagiri-635112

Date: 07st Nov 2024

Subject: Offer of Employment for the Position of Junior Project Engineer

Dear KAVIN G**,**

We are pleased to offer you the position of **Junior Project Engineer** at SyncSols Private Limited, effective **07st Nov 2024**. We were impressed with your skills and experience during the interview process and believe you will be a valuable addition to our team.

Position and Responsibilities

As a Junior Project Engineer, your role will encompass the following duties and responsibilities:

- **Software Development:** Create, modify, and maintain system software applications.
- **Collaboration:** Work with hardware and testing engineers to define and refine software requirements.
- **Testing and Evaluation:** Establish and execute test and evaluation procedures for automating industrial applications.
- **Documentation:** Document software including requirements, design, code, and user manuals.
- **Best Practices:** Adhere to best practices for software development, archiving, and version control.
- **Design and Development:** Design and develop electrical/electronic equipment and control circuits for new and existing test fixtures.
- **Support:** Debug, troubleshoot, verify, and support existing systems.
- **Additional Duties:** Perform any other project-related activities as required by the company.

Compensation

Your annual total employment cost will be **INR 2,40,000/-**. Your salary will be subject to revision based on performance evaluations.

Working Hours

- **Standard Working Hours:** Monday to Saturday, from 9:00 a.m. to 5:30 p.m.
- **Flexibility:** Working hours may extend beyond the standard times depending on project requirements. No additional compensation for overtime will be provided, and it is your responsibility to ensure timely completion of tasks.

Minimum Period of Service

You will receive training at the company's expense. The company expects a minimum service period of **2 years**. If you do not fulfil this commitment, the company may recover up to **12 months' net salary** as compensation.

Leave Entitlement

- **Annual/Privileged Leave:** You are entitled to **18 days** of Annual/Privileged Leave, in addition to **10 gazetted holidays**. Leave must be approved by your manager at least **2 weeks in advance**.

Place and Transfer

Your initial work location will be **Chengalpattu**. You may be transferred to other company projects or establishments within India or abroad, as required. Suitable allowances will be provided for any relocation.

Probation and Confirmation

- **Probation Period:** You will be on probation for **3 months**. During this period, either party may terminate the employment with **14 days' notice**.
- **Confirmation:** Upon satisfactory performance, your employment will be confirmed in writing. After confirmation, the notice period for termination will be **2 months**.

Absence Without Notice

Absence for **10 continuous days** without prior approval will result in termination of employment without notice.

Exclusivity of Employment

You are required to devote full time to the company's work and are prohibited from engaging in any other employment or assignment without prior written permission.

Confidentiality and non-disclosure

You must maintain the utmost confidentiality regarding project documents, commercial offers, design documents, and other proprietary information. Breaches may result in immediate termination and legal action.

Compliance and Conduct

- Adhere to all company rules and regulations.
- Any technical information gained during employment must not be disclosed publicly.
- Immediate termination and legal action may be taken for breaches of company policies, fraud, or any detrimental conduct.

Gifts and Gratuities

You must not accept any gifts or gratifications from individuals or firms dealing with the company. Any such offers should be reported immediately.

Accuracy of Information

Employment is based on the accuracy of information provided in your application and interview. Any false information may lead to termination and legal action.

Company Property

You are responsible for the safekeeping and return of all company property assigned to you.

Intellectual Property

Any intellectual property or technical developments created during your employment will be the sole property of the company.

Medical Fitness

This offer is subject to your being medically fit. You may be required to undergo a medical examination.

Document Submission

Please bring the following documents on your first day:

- Four passport-size photographs.
- Copies and originals of educational and professional certificates.
- Relieving letter from your previous employer (if applicable).
- Salary proof from your previous employer.
- Certificates supporting your date of birth.
- A copy of your passport (if applicable).

Acceptance of Offer

To accept this offer, please sign and return the duplicate copy of this letter within **7 days** from the date of this letter. Failure to return the signed letter within the stipulated time will result in the lapse of this offer.

We look forward to welcoming you to SyncSols Private Limited.

Best Regards,

For SyncSols Private Limited



Santhosh Balaji Raveendran
Director

I have read and understood the terms and conditions stated in this appointment letter and hereby confirm my acceptance/rejection of the offer of appointment as Junior Project Engineer.

Signature _____

Date _____\

Date: 19/03/2024

TRAINING OPPORTUNITY

To

1. BALAJI.V, CHANDRU.V, IRSHATH AHMED, KAVIN.G, KEERTHIVASAN.V, - ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
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6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



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DIPLOMA – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES

- STREAM: EEE, ECE, MECH AND CONTROL ENGINEERING

STIPEND:

Rs.14000/-

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BENEFITS:

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Only UG Degree

STIPEND:

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BENEFITS:

- SUBSIDISED FOOD

Thank You

24016-HR
18-May-2024

KEYSTONE
Automation Solutions Private Ltd.

Mr Leena R
Trichy

Dear Mr Leena R,

Subject: Appointment Letter

Further to our discussion, we are pleased to inform you that you are hereby appointed as **Trainee System Engineer** in the System Integration Division of our Organization to be based at Chennai as per terms and conditions discussed and agreed upon as under: -

1. This appointment is effective from June 01, 2024, the date of your joining our organization.

2. Your salary and other allowances shall be **as per enclosed statement [Refer Annexure].**

3. Your job functions and responsibilities as **Trainee System Engineer** will be as defined broadly during induction.

4. The notice period for termination / resignation will be 2 month from either side.

5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

7.
   a) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
   b) The aforesaid Clause (a) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

9. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

10. In the event you are absent from duty for more than 10 days without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

11. You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

12. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For Keystone Automation Solutions Pvt Ltd.,



P Ganasa
Director

Accepted: _____
Leena R
Trichy

KEYSTONE
Automation Solutions Private Ltd.

Annexure to Appointment Letter dated May 18, 2024 of Mr Leena R, appointed as Trainee System Engineer

Break-up of Gross Remuneration			
1	**Monthly Remuneration**	**INR/Month**	**INR/Annum**
	Basic	16,000/-	192,000/-
	Special Allowance	2,000/-	24,000/-
	TOTAL	**18,000/-**	**2,16,000/-**

OTHERS

1. **Leave:** You will be entitled to sick and casual leave as applicable to your category of employees as per company norms.
2. **Tax:** Applicable tax will be borne by the employee**.**
3. Site Allowance/working day will be INR 300/-

for Keystone Automation Solutions Pvt Ltd



Director

Accepted: _____
Leena R
Trichy

Date: 19/03/2024

TRAINING OPPORTUNITY

To

: MUKESH.P, SUDHARSAN.S, VISHALRAJ, HARIPRAKASH.R, SUBHASAN.R-ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

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For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



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- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

Thank You

aideas
engineering and software

Employment Offer Letter

Ref No: AIDEAS / HR / OL / 23020260

Date: 28th May 2024
Place: Bangalore

To,

MR. PRITHIVI RAJ A,
Tiruchirappallli, Tamil Nadu -620010,
Contact Number: 7418014502,
Email Id: prithiv3710@gmail.com,

Dear Prithivi Raj A,

Welcome to M/s. AIDEAS engineering Pvt Limited (**AEPL**), Bangalore.

Thank you for exploring career opportunities with AEPL-Bangalore. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **"Trainee Scada Engineer"**.

Your appointment would be subject to the following terms and conditions:

Compensation
Your annual Cost to Company (CTC) will be **INR 2,86,075 /- (Rupees Two Lakhs Eighty-Six Thousand and Seventy-Five Only)** and details are given in the **Annexure-A and after 4 months, on confirmation your salary will be 3,20,180 (Rupees Three Lakhs Twenty Thousand and One Hundred and Eighty Only)** details are given in the **Annexure - B**

Taxation
Your income in India will be subject to tax deduction at source and in accordance with the tax laws of India and other statutory rules as applicable.

Joining & Reporting
You are requested to join on or before **of 30th May 2024.**

AIDEAS ENGINEERING PVT. LTD. BENGALURU

Aideas Engineering Private Limited.

FES FLOTEK ENGINEERING SERVICES

ID Card No. : FES/S/16



Name : Ragul Palanisamy

Age: 22 Blood Group: AB+

DOB.: 1/12/2002 Validity: 26/10/2025

BG :

Designation : NDT-UT Technician

Sign / Company Seal

FLOTEK ENGINEERING PVT. LTD. FES RASAYANI

ADDRESS :

Flotek Engg. Services,
A-63, Mahakali Society, Near Aura Mall,
E-8, Trilanga, Bhopal-462039
Contact Number : 075542 60808

28.10.24
CEIL-HSEO

Bharat Petroleum

EMERGENCY PHONE NO.:

Ambulance : 108	HOSP :
Site Contact No. : 8217004175	
Safety Officer No. : 8578827088	

FES-POL BPCL SITE
RASAYANI

24016-HR
18-May-2024

KEYSTONE
Automation Solutions Private Ltd.

Mr Santhosh R
Trichy

Dear Mr Santhosh R,

Subject: Appointment Letter

Further to our discussion, we are pleased to inform you that you are hereby appointed as **Trainee System Engineer** in the System Integration Division of our Organization to be based at Chennai as per terms and conditions discussed and agreed upon as under: -

1. This appointment is effective from June 01, 2024, the date of your joining our organization.

2. Your salary and other allowances shall be **as per enclosed statement [Refer Annexure].**

3. Your job functions and responsibilities as **Trainee System Engineer** will be as defined broadly during induction.

4. The notice period for termination / resignation will be 2 month from either side.

5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

7.
   a) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
   b) The aforesaid Clause (a) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

9. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

10. In the event you are absent from duty for more than 10 days without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

11. You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

12. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For Keystone Automation Solutions Pvt Ltd.,



P Ganasa
Director

Accepted: _____
Santhosh R
Trichy

KEYSTONE
Automation Solutions Private Ltd.

Annexure to Appointment Letter dated May 18, 2024 of Mr Santhosh R, appointed as Trainee System Engineer

Break-up of Gross Remuneration			
1	**Monthly Remuneration**	**INR/Month**	**INR/Annum**
	Basic	16,000/-	192,000/-
	Special Allowance	2,000/-	24,000/-
	TOTAL	**18,000/-**	**2,16,000/-**

OTHERS
1. **Leave:** You will be entitled to sick and casual leave as applicable to your category of employees as per company norms.
2. **Tax:** Applicable tax will be borne by the employee**.**
3. Site Allowance/working day will be INR 300/-

for Keystone Automation Solutions Pvt Ltd



Director

Accepted: _____
Santhosh R
Trichy

Joining Date – 02/09/2024

Offer Letter

Dear Saravanakumar P,

We are pleased to extend this offer of employment as - on the following terms and conditions:

1. Your total compensation package (CTC) shall be INR.250008 Indian Rupees (Two Lakh Fifty Thousand Eight Rupees) /-. This includes Basic, Allowances, Statutory contributions, and other benefits as governed by company policies, subject to Income Tax regulations.

2. A detailed appointment order, outlining the break-up of your salary and terms & conditions shall be issued after you join the organization.

3. You will be on probation for a period of 3 months. The probation period may be extended at the sole discretion of the management.

4. The job offer is subject to acceptance from your end, clearances of your reference check and pre-employment medical test.

5. Please sign and return the duplicate copy of this letter as an acceptance of the job offer. You are required to join our organization on 02 September 2024, failing which this offer stands withdrawn.

We are delighted to have you on-board.

Yours sincerely,
For ALEB Automation Pvt Ltd

(Authorized Signatory)

It is with great enthusiasm that I accept the offer of - position and shall report for duty on or before _____

Signature of the Candidate

Registered Office & Corporate Office
M/s. ALEB Automation Private Limited
Regd: 6/7 , SRIPERUMBUDUR MAIN ROAD,
SRIPERUMBUDUR, T.K, MATHUR,
KANCHEEPURAM
Tamil Nadu, India. 602105

Ph +91 99405 49326
alebservices@gmail.com

Annexure – A

Section-I: Administrative

- Your Position — PLC Programmer & Customer Service Engineer.
- Location — Chennai
- Reporting Address — ALEB Automation Private Limited
  Cabin 744, Workafella IIFL, IIFL TOWERS, Level 7,
  143, MGR Main Road, Kandhanchavadi,
  Chennai - 600096, Tamil Nadu, India.
- Joining Date — 02/09/2024

Section-II: Salary Components Breakdown

EARNINGS	MONTHLY	YEARLY
BASIC	12000.00	144000.00
HRA	5256.00	63072.00
SPECIAL ALLOWANCE	0.00	0.00
GROSS	**17256.00**	**207072.00**
EPF EMPLOYER SHARE	1440.00	17280.00
ESI EMPLOYER SHARE	561.00	6732.00
STATUTORY BONUS	1000.00	12000.00
GRATUITY	577.00	6924.00
CTC	**20834.00**	**250008.00**
EPF EMPLOYEE SHARE	1440.00	17280.00
ESI EMPLOYEE SHARE	130.00	1560.00
PT	208.00	2496.00
NET PAY	**15478.00**	**185736.00**

Yours sincerely,
For ALEB Automation Pvt Ltd

(Authorized Signatory)

Registered Office & Corporate Office
M/s. ALEB Automation Private Limited
Regd: 6/7 , SRIPERUMBUDUR MAIN ROAD,
SRIPERUMBUDUR, T.K, MATHUR,
KANCHEEPURAM
Tamil Nadu, India. 602105

Ph +91 99405 49326
alebservices@gmail.com

Codeyoung

The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR
Layout, Bengaluru -560102
https://maps.app.goo.gl/9G9pNvJm
eXFhXxCr5.
Ashish@codeyoung.com

Employment Offer and Employment Agreement

22nd Feb 2024.

Dear Sherene Amalaia,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **4th March 2024.**

1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled "Compensation"

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7. ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and or being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess.is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15.TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months'** notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any cairns, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 – Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security. and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name: SHERENE AMALIA.G

Date: 22.02.2024

Signature: Sharene

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) make copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

Codeyoung

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph
4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

Shafene
22/02/2024
SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed Sherene

Name SHERENE AMALIA. G

Codeyoung Dept. / Job title INTERNATIONAL SALES SPECIALIST

Date 22.02.2024

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

Codeyoung

I Sherene Amalaia,

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE Sherene

DATE 22.02.2024

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung. for purposes of pre - employment. during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or
aggregators may collect. process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process. by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed. analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect,
process and disclose my personal information/data for processing my salary, health insurance, employee benefits. for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date: 22.02.2024

Signature: Sherene

Name SHERENE ANALIA. G

Codeyoung

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 3,00,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	**₹412,600**	**₹34,383**
	Employer Contribution to PF	₹23,400	₹1,950
A	**CTC Total**	**436,000**	**36333**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	**Total Deductions**	₹28,800	₹2,400
A - B	**Net Salary**	**₹383,800**	**₹31,983**

With regards,
Shailendra Dhakad
Director Codeyoung

24016-HR
18-May-2024

KEYSTONE
Automation Solutions Private Ltd.

Mr Siva Subramanian A
Trichy

Dear Mr Siva Subramanian A,

Subject: Appointment Letter

Further to our discussion, we are pleased to inform you that you are hereby appointed as **Trainee System Engineer** in the System Integration Division of our Organization to be based at Chennai as per terms and conditions discussed and agreed upon as under: -

1. This appointment is effective from June 01, 2024, the date of your joining our organization.

2. Your salary and other allowances shall be **as per enclosed statement [Refer Annexure].**

3. Your job functions and responsibilities as **Trainee System Engineer** will be as defined broadly during induction.

4. The notice period for termination / resignation will be 2 month from either side.

5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

7.
   a) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
   b) The aforesaid Clause (a) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

9. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

10. In the event you are absent from duty for more than 10 days without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

11. You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

12. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For Keystone Automation Solutions Pvt Ltd.,



P Ganasa
Director

Accepted: _____
Siva Subramanian A
Trichy

KEYSTONE
Automation Solutions Private Ltd.

Annexure to Appointment Letter dated May 18, 2024 of Mr Siva Subramanian A, appointed as Trainee System Engineer

Break-up of Gross Remuneration			
1	**Monthly Remuneration**	**INR/Month**	**INR/Annum**
	Basic	16,000/-	192,000/-
	Special Allowance	2,000/-	24,000/-
	TOTAL	**18,000/-**	**2,16,000/-**

OTHERS

1. **Leave:** You will be entitled to sick and casual leave as applicable to your category of employees as per company norms.
2. **Tax:** Applicable tax will be borne by the employee**.**
3. Site Allowance/working day will be INR 300/-

for Keystone Automation Solutions Pvt Ltd



Director

Accepted: _____
Siva Subramanian A
Trichy

VINAYAK AUTOMATION

www.vinayaktech.in
vinayakautomat@gmail.com
info@vinayaktech.in
Contact: 91-9840838021

27.06.2024

LETTER OF APPOINTMENT

To,
Mr. SUBHASAN
No.48 Kamarajapuram, 27th street,
Pudukkottai,
Thiruvallur District - 622001

Dear Candidate,

Please note to be interview had with us on 26.06.2024, we are pleased to offer appointment with us as APPLICATION ENGINEER for our PROJECT DIVISION, at our CHENNAI office.

Please also further note that the amount of salary per month and the terms and conditions of services as agreed to in the interview will be provided to you.

Medical Insurance	Included
Travel allowances	As per the bill submitted for site visits.
Food Allowances	As per the bill submitted for site visits.
Bonus/ Incentives	1 Month salary (Average) of the year *

Office Timing: 9:30 A.M to 6: 00 P.M
Working at site: the time depends upon the client's time.

Kindly report to duty at our Chennai office on 01.07.2024

FOR VINAYAK AUTOMATION,

Udayakumar. V

(PROPRIETOR)

AUTHORIZED SIGNATURE

VINAYAK AUTOMATION CHENNAI-73

1A, LAKSHMI AVENUE EXTN, IAF ROAD, SELAIYUR, CHENNAI – 600073.

Petrofab
Design. Create. Innovate.

Head Office:
Petrofab Engineering (OPC) Pvt Ltd
2/299A, Sathik Basha Street
Theerthakaraiyumpattu, Redhills
Chennai, Tamil Nadu - 600052

Private & Confidential

Subject: Employment contract

This contract entered between **Petrofab Engineering OPC Pvt Ltd** and the employee, the particular of whom are as follows

Particular of the person employed
Name: **Sudharsan B**
Date of Birth: **28/06/2003**
Nationality: **Indian**
Aadhaar Number: **371084916547**

We have pleasure in offering you an appointment as **"Engineer"** for Commissioning in Petrofab, the said position will be based at Chennai. You are requested to report on or before 21st of October 2024. You shall be reporting to Mr. Jineesh M, Service Manager.

The terms and conditions of your contracts are mentioned below, and your emolument would include Rs. 21,000 per month, in addition, you will be receiving Rs.300/day as food allowance during travelling and site visit.

Please note that the contract period is 3 months from the date of joining and thereafter satisfactory performance you will be considered in company payroll

WORKING HOURS & DUTIES:

The employee who has been employed will be required to work 6 days a week for 8 hours a day i.e., from 09:00 to 17:00 hrs. (including lunch break for the duration of 30 minutes.) However, as the situation arises and as the need demands the employee will work beyond regular hours.

We have the pleasure of welcoming you to Petrofab and we sincerely hope that your association will be of mutual benefit for years to come.

Yours truly,
For Petrofab Engineering (OPC) Pvt Ltd.

SURESH Digitally signed by SURESH Date: 2024.10.21 12:00:02 +05'30'

Authorized Signatory

I SUDHARSAN. B , hereby accept the terms and condition set out in this offer letter and future declare that no criminal proceeding had ever been initiated/pending against me in any court of law on this date of accepting of offer.

Signature

Name SUDHARSAN. B Date 4.11.2024

Petrofab
Design. Create. Innovate.

Head Office:
Petrofab Engineering (OPC) Pvt Ltd
2/299A, Sathik Basha Street
Theerthakaraiyumpattu, Redhills
Chennai, Tamil Nadu - 600052

TERMS AND CONDITION

Provident Fund and Gratuity

NA for Contract employees

Group Insurance

You will be covered under the Workman Compensation Policy of the company.

Normal Conduct

It shall be deemed, as a breach of Contract of Employment should you at any time from the date of this appointment conduct the following:

1. Disclose to any person, firm, company or future employer any confidential information acquired during employment with the Company. Confidential information in the context includes matters such as employee details, research data, business models, marketing/sales plans, financial arrangements, commercial negotiation etc. (on termination of employment, all computer files, books, papers and documents including copies thereof, and any other property of the Company will be handed over to the company).

2. Carry on a private trade or business of your own or share with other person(s) in competition with the company.

3. Involve yourself in other outside commercial activities, without consent in writing from the company.

4. Involve yourself in non-commercial activities, whether in or out of Company hours that has any bearing on the Company or its reputation.

5. Withholding personal information required by the Company or giving false information about you.

6. Any breach of the employment terms on any of the above-mentioned grounds shall render you liable to dismissal by the Company, without notice.

Signature

Name SUDHARSAN B Date 4.11.2024

Petrofab
Design. Create. Innovate.

Head Office:
Petrofab Engineering (OPC) Pvt Ltd
2/299A, Sathik Basha Street
Theerthakaraiyumpattu, Redhills
Chennai, Tamil Nadu - 600052

CONFIDENTIALITY, NON- COMPETITION AND PROPRIETARY RIGHTS PROTECTION

This offer of employment is conditioned on your willingness to sign and abide by the terms of the Confidentiality & Non-Competition Agreement (hereinafter collectively called "Agreements") in form and substance as attached hereto. You will be requested to sign the Agreements when you report for work. In making this offer, the Company understands that you are not under any obligation to any former employer or any person, firm or corporation, which would prevent, limit or impair in any way the performance by you of your duties as an employee of the company.

This offer of employment is conditioned on your acknowledgement and recognition of the highly competitive nature of the Company's business and accordingly agrees to the following non-competition terms and conditions.

- You shall not during and at any time for the period of one (1) year after separation from the Company either on your own account or in conjunction with or on behalf of any other person, firm or company solicit or entice away or attempt to solicit or entice away from the Company the custom of any person, firm, company or organization who shall at any time prior to the date of termination of your employment have been a customer or client or in the habit of dealing with the Company.

- You shall not during and at any time for the period of one (1) year after the separation from the Company either on your own account or in conjunction with or on behalf of any person, firm or company carry on or be engaged, concerned or interested, directly or indirectly within India which competes with the Company or its related corporations' business whether as shareholder, director, employee, partner, agent or otherwise in carrying on any business.

- You shall not either for your own account or as representative or agent for any third party, persuade, induce, encourage or procure any employee employed by the Company or its related corporations to become employed by or interested directly or indirectly in any manner in any business which is in competition with the business carried on by the Company or terminate his employment with the Company.

Change of Address/Status

Any change in your residential address or marital status should be notified in writing forthwith to the Company.

Notice Period

During the period of the contract, either party may terminate this appointment by giving one-month notice period or a salary in lieu thereof.

Signature

Name SUDHARSAN.B Date 04.11.2024.

Date: 19/03/2024

TRAINING OPPORTUNITY

To

: MUKESH.P, SUDHARSAN.S, VISHALRAJ, HARIPRAKASH.R, SUBHASAN.R-ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



Confidential. Do not distribute to third parties.

BOAT SCHEME

ELIGIBLE CRITERIA:

- **BE – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES**
- STREAMS: EEE, ECE, MECH AND E & I

DIPLOMA – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES

- STREAM: EEE, ECE, MECH AND CONTROL ENGINEERING

STIPEND:

Rs.14000/-

DOCUMENTS REQUIRED:

- AADHAR – PHOTO COPY
- BANK PASSBOOK – PHOTO COPY,
- PAN CARD/VOTERS ID - PHOTO COPY
- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

NON ENGINEERING
Only UG Degree

STIPEND:

- STIPEND RS.14000/-

QUALIFICATION

BA (ENGLISH/HISTORY/FINANCE/BANKING) FOR 2020, 2021, 2022, 2023 & 2024
BSC (CHEMISTRY/PHYSICS/MATHS/ELECTRONICS/COMPUTER SCIENCE) FOR 2020, 2021, 2022, 2023 & 2024
BCOM (GENERAL) FOR 2020, 2021, 2022, 2023 & 2024

DOCUMENTS REQUIRED

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- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

Thank You

24016-HR
18-May-2024

KEYSTONE
Automation Solutions Private Ltd.

Mr Vignesh S
Trichy

Dear Mr Vignesh S,

Subject: Appointment Letter

Further to our discussion, we are pleased to inform you that you are hereby appointed as **Trainee System Engineer** in the System Integration Division of our Organization to be based at Chennai as per terms and conditions discussed and agreed upon as under: -

1. This appointment is effective from June 01, 2024, the date of your joining our organization.

2. Your salary and other allowances shall be **as per enclosed statement [Refer Annexure].**

3. Your job functions and responsibilities as **Trainee System Engineer** will be as defined broadly during induction.

4. The notice period for termination / resignation will be 2 month from either side.

5. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.

7.
   a) Your services are liable to be transferred or loaned or assigned with / without transfer, wholly or partially, from one department to another or to office/ branch and vice-versa or office/ branch to another office/ branch of an associate company, existing or to come into existence in future or any of the Company's branch office or locations anywhere in India or abroad or any other concern where this Company has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department / office, establishment, jointly or separately, without any compensation or extra remuneration or provision of accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
   b) The aforesaid Clause (a) will not give you any right to claim employment in any associate or / sister concern or ask for a common seniority with the employee of sister / associate concern.

8. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of the Company in writing. Any contravention of this condition will entail termination of your services from the Company.

9. You will keep the Company informed of any change in your residential address that may happen during the course of employment of your service with the company.

10. In the event you are absent from duty for more than 10 days without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of the Company.

11. You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

12. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.

You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.

Hope that this will be the beginning of a long and successful career with us.

Yours faithfully,

For Keystone Automation Solutions Pvt Ltd.,



P Ganasa
Director

Accepted: _____
Vignesh S
Trichy

KEYSTONE
Automation Solutions Private Ltd.

Annexure to Appointment Letter dated May 18, 2024 of Mr Vignesh S, appointed as Trainee System Engineer

Break-up of Gross Remuneration			
1	**Monthly Remuneration**	**INR/Month**	**INR/Annum**
	Basic	16,000/-	192,000/-
	Special Allowance	2,000/-	24,000/-
	TOTAL	**18,000/-**	**2,16,000/-**

OTHERS
1. **Leave:** You will be entitled to sick and casual leave as applicable to your category of employees as per company norms. 2. **Tax:** Applicable tax will be borne by the employee**.** 3. Site Allowance/working day will be INR 300/-

for Keystone Automation Solutions Pvt Ltd



Director

Accepted: _____
Vignesh S
Trichy


SYRMA SGS
NAPS
Plot B27, Phase II, Zone B, MEPZ - SEZ, Tambaram,
Chennai, Tamil Nadu, India, 600 045.
EMPLOYEE ID CARD
120902
NAME : Vinoth
EMP. ID No. : 120902
DEPT. :
Issuing Authority
SYRMA SGS
ON THE JOB TRAINING CARD
Employee Name
Vinoth
Employee ID
120902
Has acquired the necessary knowledge and skill need to perform the operations started on the reverse side.
SST3001FRM2090/B



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BOAT SCHEME

ELIGIBLE CRITERIA:

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DIPLOMA – 2020, 2021, 2022, 2023 & 2024 – PASSED OUT CANDIDATES

- STREAM: EEE, ECE, MECH AND CONTROL ENGINEERING

STIPEND:

Rs.14000/-

DOCUMENTS REQUIRED:

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- PAN CARD/VOTERS ID - PHOTO COPY
- PROVISIONAL / CONSOLIDATED MARK SHEET / DEGREE CERTIFICATE – PHOTO COPY
- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Confidential – Do Not Distribute

NON ENGINEERING
Only UG Degree

STIPEND:

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- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Thank You

Date: 19/03/2024

TRAINING OPPORTUNITY

To

: MUKESH.P, SUDHARSAN.S, VISHALRAJ, HARIPRAKASH.R, SUBHASAN.R-ICE
SARANATHAN COLLEGE OF ENGINEERING.
TRICHY.

We are pleased to inform that we are providing 1 and 2 years Apprenticeship training programme. Eligibility to undergo training is based on the following criteria being fulfilled by you.

1. Pass in all Semesters
2. Provisional Certificate / Consolidated Mark Sheet or Degree Certificate.

Along with the above mentioned you are also advised to submit the following documents.

1. Aadhar Card – Photo Copy
2. Pass Port Size Photo – Nos 4
3. Bank Pass Book – Photo Copy
4. Pan Card – Photo Copy
5. Voter's ID / Driving Licence – Photo Copy
6. Covid Certificate – Photo Copy

With respect to the above, you are hereby informed to report for verification of documents within 15 days from the date of your course completion at the below mentioned address.

For Syrma SGS Technology Ltd.,

Sairam
AGM – HR

Place:



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BOAT SCHEME

ELIGIBLE CRITERIA:

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STIPEND:

Rs.14000/-

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STIPEND:

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QUALIFICATION

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- PASS PORT PHOTO NOS 3

BENEFITS:

- SUBSIDISED FOOD

Thank You

The Pearl, 1537, 5th Main Rd,
Rajiv Gandhi Nagar, Sector 7, HSR Layout, Bengaluru -560102
https://maps.app.goo.gl/9G9pNvJmeXFhXxCr5.
Ashish@codeyoung.com

Employment Offer and Employment Agreement

22nd Feb 2024,

Dear Yeshvant BA,

Further to your recent interview, conditional on and subject to no adverse findings arising from any of the employee background verification checks, required to be carried out by the Organization, I am pleased to offer you the following employment with Codeyoung. This offer letter upon written acceptance by you shall be deemed as an Employment Agreement. Your date of joining is **4th March 2024.**

1. BACKGROUND CHECKS AND REFERENCE CHECKS

During the term of your employment, you may also be subject to the same/similar / other background verification checks being repeated at such intervals as may be determined solely by the Company. In the event that there are any adverse findings that arise during the course of or as a result of such background verification checks, you may be subject to disciplinary proceedings up to and including but not limited to termination of your employment.
For the purpose of obtaining your present employer's reference, you agree that your written acceptance will constitute your permission to write for reference checks.

2. Probation/ Training

You will be on probation for a period of 2 months during which your performance shall be reviewed by the Company. The stipend during the probation is INR 20000/month (Twenty Thousand per month) In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions. Upon successful completion of probation period without any extension and by meeting the expected targets you shall be deemed to have been confirmed in the services of the Company unless otherwise communicated to you in writing by Company.

JOB TITLE: International Sales Specialist

As a term of your employment from time to time you may be required to undertake such other duties as may be commensurate with the business needs in the Company.

3. COMPENSATION

Your remuneration shall be as per Annexure titled “Compensation”

Salary is subject to Income Tax and other statutory deductions and will be paid into a bank account indicated by you.

You will receive a monthly pay statement detailing gross pay and deductions. Any subsequent changes to your salary will be highlighted on that statement.

Periodically your performance will be reviewed. If a performance award (bonus) is applicable, it will usually be paid subject to your performance appraisal, ratings and company performance and other such criteria at payout intervals determined by the Company.

In the event of an Income tax liability or any other tax liability or any statutory char ges arising as a result of your employment with the Company , these will be borne by yourselves and Company shall in no event be liable for payment of these taxes or any other charges of this nature for the period of your employment or after cessation of your employment with Company.

4. SALARY REVISIONS

The Company may undertake periodic review of salaries, and will notify of any amendments, which are to be applied. Such reviews will take due consideration of, amongst other things, inflationary, deflationary, market and other economic pressures impacting the company and the staff.

5. DEDUCTIONS FROM PAY

When your employment ends, if the number of annual leaves you have taken exceed your entitlement, an appropriate deduction will be made from your full and final payout. Any leave balance outstanding in your name may be encashed subject to the Leave encashment Policy applicable. If you are summarily dismissed, or you leave the Company without giving due notice under your contract of employment, your entitlement to holiday pay ends with the date of termination.

Codeyoung

6. HOURS OF WORK

Your usual working hours shall be 10pm to 7am, however in interest of business such hours may be extended. Work days are from Tuesday to Sunday, with Monday being a week off. The timings and work days are subject to change based on the management's decision.

7.ADDITIONAL HOURS

Subject to your role qualifying for overtime under applicable statutory provisions, if occasions arise when you may be required to work additional hours beyond normal hours.

8.PLACE OF WORK AND MOBILITY

Your usual location of work will be **Bangalore**. However, you may be required from time to time to work at or from any office or location of the Company or within different companies affiliated to Codeyoung. A change of your place of residence may be required fromtime to time and you may be transferred from one city to another for business needs of the Company. In case of transfer, your transfer shall be subject to Relocation Policy.

9. RETIREMENT

Normal retirement in the company is at age 58. Your employment will terminate automatically at the end of the month in which your 58th birthday occurs, unless you are otherwise advised by individual notice. You may also be retired earlier if found to be medically unfit or suffer any other incapacity that may impact the effective performance of your services.

10. RULES AND REGULATIONS

Codeyoung is a business based on integrity and mutual trust. In order to maintain and safeguard the trust and confidence of customers and the public certain ethical principles and standards of conduct have to be maintained.

In addition to any requirement under the Code of Conduct , you are also required as a condition of continued employment to disclose to Codeyoung immediately and without any delay, any instance of you being arrested or charged or convicted of any criminal offence(s) and or
being declared bankrupt during the course of your employment. Failure to disclose such information may result in disciplinary proceedings up to and including but not limited to termination of employment .

Other specific rules and regulations will be notified by the Company from time to time. Policies, Code of Conduct, rules and regulations may be amended from time to time. You are required to keep yourself updated of such changes

11. CONFIDENTIALITY

As a condition of employment, you are required to sign and return the Non-Disclosure Agreement in Annexure that pledges confidentiality on all business matters appertaining to the Codeyoung, its subsidiaries, the company, and its customers. A breach of confidentiality is a material breach and may result in disciplinary proceedings including but not limited to injunction, termination of employment or claims of damages.

12. PROTECTION OF PERSONAL DATA

The Codeyoung adopts industry-standard software for maintenance of employee and customer data and Personal data of employees and customer data. Such data may be processed for human resources administration purposes, including payroll administration, career development, performance and health and safety administration and such business and operational needs. In order to process your personal data, the Company needs your consent. A format of such consent is enclosed with this letter. We request you to read and confirm your consent and return the Consent to us. Access to information systems and your personal data will be protected in accordance with our standard practices.

13. USE OF SOFTWARE AND SYSTEMS ACCESS

You are required to follow policies, rules and procedures laid down by the Company in this letter and those subsequently notified by the Company

14.DATA PROTECTION

Under the Company's policies, you have a responsibility to ensure that all personal data, confidential information you process or possess,is kept protected . Unauthorized disclosure of personal data of any one, yourself, your colleagues, vendors or customers is a material breach and may result in disciplinary action including but not limited to termination of employment and other actions as may be necessary under the applicable laws governing data protection. Therefore, you must ensure that you do the following in addition to all other guidance regarding data protection you may receive from the Company from time to time:

- Do not disclose personal data without authority

- Do not access information or systems not directly relevant to each task
- Do not treat personal data carelessly
- lock all printouts away when not in use
- Do not disclose your computer password to any unauthorized person.

Under the Company's policies, it is important that the Company's internal, restricted or highly restricted personal records are maintained as accurately as possible. Hence, you must notify the Company in writing of any change in your personal circumstances, such as your address, marital status, birth of children, attainment of professional qualifications, and so forth.

15.TERMINATION OF YOUR EMPLOYMENT BY THE COMPANY

Post confirmation, except where your employment is terminated on the grounds of misconduct, poor work performance, breach of employment terms or policies, breach of laws, you are entitled to a prior notice of termination of **1 month** from the Company, or pay in lieu of notice period.

In the event of misconduct, poor work performance, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated at shorter notice.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances so require. During the notice period it is mandatory to deliver at least 80% of your target for successful relieving. The company reserves all the rights to withhold your relieving documents and full and final settlement in case of unsatisfactory or poor work performance, breach of policies, misconduct, or any other disciplinary issues during the notice period.

16. TERMINATION OF EMPLOYMENT BY YOU

During probation, you are required to give the company at least one calendar months' notice in writing. Post confirmation, you are required to give the company a minimum of **2 months**' notice in writing. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee. Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 2 month's salary to the Company in lieu of the notice period.

17. A RETURN OF ASSETS UPON END OF YOUR ENGAGEMENT

You shall immediately return all computers, software, access cards, work deliverables, completed or work in progress and any other Codeyoung provided property upon your end of employment. You shall not make any copies of work products or software or retain any of Codeyoung assets in your possession after your employment with Codeyoung comes to an end. You understand that a breach of this obligation entitles Codeyoung to take civil and criminal actions as applicable for recovery of its assets.

18. INTELLECTUAL PROPERTY RIGHTS IN DELIVERABLES

In consideration of your employment, you agree and hereby assign all intellectual property rights copyrights, patents, trademarks, design rights or any other proprietary right and moral rights assignable to Codeyoung in all deliverables you create in the course of your employment including but not limited to software codes, reports, algorithms, analysis etc. You shall not retain any copies of the same in your personal computer or mail systems. You understand that intellectual property is a vital asset for Codeyoung and any wrongful disclosure or handling of the same shall result in irreparable loss and injury to Codeyoung and allow Codeyoung to prosecute a legal action, claim damages or injunctions. You shall not use third party's proprietary material or their intellectual property without appropriate authorisations and licenses to produce your work deliverables for Codeyoung.

19. INDEMNIFICATIONS

You understand that breaching actions of yours such as breach of confidentiality, breach of applicable laws, breach of data protection obligations, breach of intellectual property rights may cause Codeyoung financial, reputational or goodwill loss, hence you shall at all times indemnify Codeyoung, its directors, third parties and employees from and against any caims, losses or damages arising from your breaches or unlawful activities

20. NON -SOLICITATION

You shall not directly or indirectly induce, influence, coerce, solicit away any of Codeyoung's customers or employees. This restriction applies during your tenure with Codeyoung and for aduration of two years after termination of your engagement with Codeyoung, regard less of the reason for termination of your engagement with Codeyoung.

21. AMENDMENTS

All enclosures herewith are deemed part of your employment agreement with the Company. Please note that the Company reserves all rights to modify, amend, or introduce new policies, procedures, or guidelines as deemed necessary to fulfill business requirements. These changes may occur at any time and without prior notice. The Company will make reasonable efforts to communicate such changes, but it is understood that it is the employee's responsibility to stay informed and comply with the updated policies and procedures. The Company will not be liable for any losses or damages incurred as a result of changes to policies or procedures.

22. EXCLUSIVE JURISDICTION

Your employment and conditions of employment are exclusively governed by the laws of India and the courts of Bangalore shall have the exclusive jurisdiction on any dispute arising on matters related to your employment.

23. SEVERABILITY

If any part of this agreement is held invalid, void or unenforceable, the remainder of the terms shall continue to be fully enforceable minus the portion which is not enforceable

Codeyoung

CONFIRMATION OF ACCEPTANCE

We request you to complete and return a copy of this letter as a token of written acceptance of this offer. If we do not receive a written acceptance as above from you within 3 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

Yours sincerely,

Shailendra Dhakad

Director

Codeyoung

Codeyoung

HR 2.01 F5 -- Acceptance of Software and Systems usage.

To

Codeyoung

("The

company")

The Company forbids the use of unauthorized software on any company equipment or the use of authorized software on any personal or non-company issued equipment. The Company forbids unauthorized access, or any unauthorized attempt to access, any data maintained on any computer systems.

Unauthorized software comprises any software that is not on the Codeyoung IT list of approved software or which has not been procured via the authorized procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Codeyoung IT security or an authorized agency of Codeyoung IT security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific approval of senior management is obtained, the use of unauthorized software on Company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the Company's regulations, which may lead to disciplinary action including but not limited to termination , or other appropriate action as necessary by the Company.

I confirm that I have read and understood the above conditions on the use of unauthorized software and systems. I also understand that the Company may from time to time notify amendments or additional conditions or Policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

Name:

Date:

Signature:

Codeyoung

HR 2.01 F6 – Data Protection Declaration

To: Codeyoung ("Codeyoung")

1. I, the undersigned, make this declaration in my capacity as an employee of Codeyoung, and as
a condition of being assigned by Codeyoung to perform certain services for Codeyoung and any of its direct or indirect subsidiaries (individually a "Data Controller" and together the "Data Controllers").

2. I hereby and solemnly undertake that I will at all times maintain strict confidentiality with regard to, and will not for my own or anyone else's use (whether for profit or not) m ake copies of or notes about, any and all matters of a confidential nature or the Personal Data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed Personal in nature or deemed personal data by law concerning any of the Data Controllers, their customers, the state of their accounts or any other matter relating to the affairs of a Data Controller and its customers except where required by law to disclose such information or with the prior written permission of the Data Controller or the person to whom any duty of confidentiality is owed. Should I be required by law to make such a disclosure, I shall so far as lawful promptly inform the Codeyoung of such a requirement.

3. I undertake to deliver up to Codeyoung all and any records in any medium which I may hold at the end of my assignment in performing services for any of the Data Controllers.

4. I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, the following rules or requirements (as the same may be amended from time to time):

5. Codeyoung policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorized by Codeyoung on Codeyoung computer systems and/or the loading or use of Codeyoung Group's software on any other equipment is strictly forbidden;

a. Codeyoung staff training video on data protection;
b. Security procedures specific to the building where I am to carry out my assignment; and Codeyoung staff handbook.

6. I also confirm that I shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Controllers with, any other rules or requirements (whether in relation to the data protection legislation referred to in paragraph
4(b) above or otherwise) advised to me by Codeyoung.

I confirm that I have read and understood the above conditions. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE
DATE

Codeyoung

DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that:

I have never been convicted of a criminal offence involving fraud or dishonesty; and

I have never been declared bankrupt.

Signed _____

Name _____

Codeyoung Dept. / Job title_

Date _____

Codeyoung

INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

1. Usage of or access to the Internet, computer and software 'equipment' wherever situated in Codeyoung premises or those made available by Codeyoung, its customers or business partners is to be conducted in a business- like and professional manner. Use of Email and computer systems are provided for Codeyoung's business matters only. Any breach is subje ct to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

Internet and Email access is not to be used for the following purposes, which are expressly forbidden: solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial to another's business, his reputation or his Internet access (flaming, spamming etc.), for download of pornography, games software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or chat-rooms, nor for issuance of any form of formally unauthorized business advice.

2. No legal commitment by Email on behalf of any member of Codeyoung, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorized person must bemade.

3. The user shall respect and abide by all applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the works of others without their permission as this may infringe copyright.

4. Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the Compliance function. Comment – Codeyoung Management to assess if they like to retain this practice.

5. The user must not import files or messages without ensuring that they have first been scanned for viruses.

6. The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.

7. Codeyoung is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the Internet including, without limitation, any Email messages, whether or not created by the user, the content of any pages downloaded and any mechanisms which record the user's use of the Internet.

I **Yeshvant BA,**

The user acknowledges receipt of the above conditions (which I have read and understood). I accept and agree to comply with all the matters referred to in them. I understand that failure to do so may result in disciplinary action against me. I also understand that the Company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE

DATE

Codeyoung

HR 2.01 F10 – Data Consent Form

Personal data - Consent

In consideration of being evaluated for employment by Codeyoung, for purposes of pre - employment, during employment and post-employment processing of my personal data

I hereby expressly agree and consent as follows:

Codeyoung or its authorized agents or service providers or third parties including platforms or aggregators may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regard, Codeyoung may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

I understand and agree that:

My personal information/data may be processed, analyzed and accessed by or on behalf of Codeyoung by third parties whether based in India or other locations, where there may be less stringent data protection laws than in India.

Codeyoung shall protect my Personal Data in accordance with the applicable laws by using industry-standard security and protection protocols.

At any time Codeyoung or its authorized agents or service providers may request, collect, process and disclose my personal information/data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other such operations lawfully necessary.

Date:

Signature:

Name

Codeyoung

HR 2.01 F10 – Data Consent Form

The CTC provided by the company will be **INR 7,36,000 per annum**. **INR 4,36,000** is fixed (per annum) and **INR 3,00,000** is the variable (per annum). The variable is based on the performance (achieving the revenue targets) and is paid out on a monthly basis as per the existing incentive structure at that point in time.

Full Breakdown of fixed CTC will be given below

- Subject to deductions for Employee's contribution to PF, Professional Tax, Income Tax and other statutory deductions that may be applicable
- EPFO guidelines for International Worker applicable.
- Any other relevant Compensation & Benefits related matter shall be governed by the service rules and policies in force and applicable from time to time.
- As per IT Act, it is mandatory for all individuals working in India whose receipts are subject to deduction of tax at source (the deductee) to furnish his/ her PAN details to the deductor (Company), failing which the deductor (Company) w.e.f. April 2010 will deduct Tax at Source at rates higher than normal as per norms.

S.No.	Salary	Annual	Monthly
1	Basic Salary	₹200,000	₹16,667
2	House Rent Allowance	₹80,000	₹6,667
3	LTA	₹20,000	₹1,667
4	Special Allowances	₹76,600	₹6,383
5	Night Allowance	₹36,000	₹3,000
	Gross Salary	**₹412,600**	**₹34,383**
	Employer Contribution to PF	₹23,400	₹1,950
A	**CTC Total**	**436,000**	**36333**
	Deductions		
1	Professional Tax	₹2,400	₹200
2	Provident Fund	₹21,600	₹1,800
3	Health Insurance	₹4,800	₹400
B	**Total Deductions**	₹28,800	₹2,400
A - B	**Net Salary**	**₹383,800**	**₹31,983**

With regards,
Shailendra Dhakad
Director Codeyoung

IT

FERN BIS SOFTWARE PVT LTD
Address: B-11, Star Towers,Colony Main Road
11th cross Western Wing,Thillai Nagar, Trichy,India.

20th August 2024

Avinash. P
9/20, 3rd cross,
East Nesavalar colony,
Woraiyur,
Trichy 620003
Mobile - 9688605113
Avil30303@gmail.com

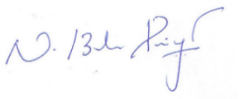
Dear Avinash.P

Further to the interviews you had with us, we take pleasure in informing you of your selection in our recruitment process. We are delighted to offer you employment as a **Software Analyst Trainee** with FERN BIS Software Pvt Ltd Trichy with terms and conditions detailed below.

(a) Your salary package will be Rs.3,00,000 per annum for the first year.
(b) You will be required to join on the 9th of September 2024 - Monday
(c) Job location –Trichy

Please confirm your acceptance of this letter of offer by e-mail. We are confident that your skills and abilities will flourish with FERN and that you will prove to be an asset to our organization.

Yours sincerely,



Priya Nagendhiran

Director-Fern Singapore

CODETANTRA

Internship Offer Letter

Apr 15, 2024

Dear **Balamurugan R**

On behalf of CodeTantra, I am pleased to offer you an internship with CodeTantra. This is a full-time paid internship starting from **Apr 22, 2024** to **Dec 31, 2024**.

During the internship period, you will be paid a monthly stipend of **₹15,000** and your initial place of reporting is our office in Hyderabad.

The internship offer is subject to us receiving scanned copies of the following documents on or before the internship start date:

1. a copy of this internship offer letter signed by you showing your acceptance
2. a photograph
3. a copy of pan card
4. a copy of Aadhaar card
5. a copy of your marks transcripts
6. an authorization letter signed by your college authorities permitting you to take up this full-time internship as per our working hours

For all future communications, please write an email to raj@codetantra.com.

Please note that the company reserves all rights to terminate your internship earlier than the schedule mentioned above in case of issues pertaining to bad conduct, bad performance and insufficient attendance reasons.

We also hope to make an offer of employment (full-time job offer) at the end of the internship period based on your performance.

Company policies are applicable during the period of internship.

Congratulations! We are glad to have you join the team!

Yours Sincerely,
CodeTantra Tech Solutions Pvt Ltd.

I, **Balamurugan R**, have read, understood and agreed to accept the internship offer on the terms and conditions herein. I shall be reporting for duty on **22/Apr/2024**
Name:

Signature:

Place:

Date:

PAYSLIP NOV 2024

CODETANTRA TECH SOLUTIONS PRIVATE LIMITED

H NO 12-6-2/273/2, SHOP NO 2, GROUND FLOOR, OPP BJP OFFICE
KUKATPALLY
HYDERABAD TELANGANA 500073

BALAMURUGAN R

Employee Number	Date Joined	Department	Sub Department
CT0379	22 Apr 2024	Training	N/A
Designation	**Payment Mode**	**Bank**	**Bank IFSC**
Technical Trainer	Bank Transfer	HDFC Bank	HDFC0001639
Bank Account	**UAN**	**PF Number**	**PAN Number**
50100725351886	N/A	N/A	DYCPB4282G

SALARY DETAILS

Actual Payable Days	Total Working Days	Loss Of Pay Days	Days Payable
30.0	30.0	0.0	30

EARNINGS	
Basic	19,212.25
HRA	7,684.83
Special Allowance	3,102.92
Total Earnings (A)	30,000.00

CONTRIBUTIONS	
PF Employee	1,800.00
PF - Employer	1,800.00
PF - Other Charges	150.00
Employee Gratuity contribution	1,152.67
Total Contributions (B)	4,902.67

TAXES & DEDUCTIONS	
Professional Tax	200.00
Total Deductions (C)	200.00

Net Salary Payable (A - B - C)	24,897.00
Net Salary in words	**Twenty Four Thousand Eight Hundred and Ninety Seven Rupees only**

****Note :** *All amounts displayed in this payslip are in **INR***

*This is a system generated salary slip and does not require signature.

Congratulations and Welcome to VDart Group!

1 message

steven.j <steven.j@vdartinc.com> Sat, 9 Nov 2024 at 23:46
To: Chibi Narayana <chibinarayana0@gmail.com>

Dear Chibi Narayana B,

On behalf of our team here at VDart, I once again congratulate you on successfully completing your selection process and being offered the position of “Trainee Recruiter”. Please report for your Training as per the details mentioned below.

Reporting Date	11-November-2024
Day	Monday
Reporting Time	3.00 pm IST
Dress Code	Formal Wear
Address	VDart Global Capability Center, No 30, Chennai Bye-Pass Road, Mannarpuram, Trichy - 620020, Tamil Nadu, India. https://goo.gl/maps/m7w1f3o5YFEyUGv77

Documents to bring with you on Monday 11th November (Xerox copies)

1. Updated Resume
2. SSLC Mark Sheet
3. HSC Mark Sheet / Diploma Certificate (Whichever is applicable)
4. UG Degree / Diploma Certificate / Provisional / CC (If applicable)
5. UG Degree / Diploma Consolidated / Individual Marksheet (If applicable)
6. PG Degree / Diploma Certificate / Provisional / CC (If applicable)
7. PG Degree / Diploma Consolidated / Individual Marksheet
8. PAN Card
9. Aadhar Card/E Aadhar - Front and Back
10. Passport size photo with White Background (2)
11. Stamp size photo with White Background (1)
12. Letter of Acceptance with parents’ signature (Take printout of the attached form)

At VDart, we care about giving our employees everything they need to perform their best. To make sure you get settled in as smoothly as possible, me and the Corporate HR Talent Acquisition shall be glad to meet you on arrival at the office and help you get settled in as smoothly as possible.

Please find below your Day 1 & 2 agenda.

Your Day 1 Agenda – Monday 11th November

- Report to office at 3pm IST
- Meet Steve & the Corporate HR Talent Acquisition Team
- Attendance & Document verification
- Office Tour
- Induction on VDart Group, Information Security, our Culture, IT & Admin
- Introduction & handover to our Learning & Development Team.

Your Day 2 Agenda – Tuesday 12th November

- Report to office at 7:00pm IST
- Face Recognition by IT to capture your attendance.
- Update your Food Wallet by Admin Team
- Handover of IT Assets to you.
- Start Training for next 6 weeks.

Training Period & Timing – as informed during the interview**,** you will undergo **6 weeks of Training from 7.30pm to 4.30am IST – Monday to Friday.**

If you have any questions prior to your arrival, please feel free to email me at steven.j@vdartinc.com or WhatsApp me on 77082 30222 and I will be more than happy to help you.

We are looking forward to working with you and seeing you achieve great things!

We are better together!

Regards,



Steven Jackson

Onboarding Specialist – India

VDart

+91 77082 30222

steven.j@vdartinc.com
www.vdartinc.com

linkedin.com/in/steve-n-howard-jackson-59312834/



The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without the written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

VDart

Annexure to Appointment Letter - Salary & Benefits

Name	Chibi Narayana Boopathi
Designation	Trainee Recruiter

Salary Components	Monthly	Annual
Basic	11429	
HRA	4571	
Gross Salary (A)	**16000**	**192000**
EPF	1371	
ESI	520	
Gratuity	550	
Total (B)	**2441**	**29292**
Monthly CTC (A+B)	**18441**	
Leave Encashment **(C)**		4572
Annual CTC (A+B+C)		**225864**

* PT will be deducted once in six months

* Deductions may vary subject to changes in statutory rules

Offer: Computer Consultancy
Ref: TCSL/DT20234185039/Chennai
Date: 12/07/2024

Ms. Divye Darshiny S
D3,Apple Green ApartmentsN Srinivasachari Rd, Shankar Nagar,
Srirangam,
Tiruchirappalli-620006,
Tamil Nadu.
Tel# -

Dear Divye Darshiny S,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

TCS Confidential
TCSL/DT20234185039

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

5. **Personal Allowance**
You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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

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

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**

   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

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

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET

Annexure 1

Name	Divyo Darshiny S
Designation	Systems Engineer
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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HCLTech

hcltech.com

OFFER & APPOINTMENT LETTER

Offer Release Date: October 28, 2024

Dear Goutham R,
`264 Fathima Nagar voc, Tamil Nadu,
Tamil Nadu, India, .
Document ID - 3849bf04-ea99-4a8c-ad20-4a2a9f54ef57

Dear **Goutham R,**

Congratulations! With reference to the interviews conducted by **HCL Technologies Ltd. NV (herein referred as "HCLTech" or "Company")**, we are pleased to inform you that you have been selected for employment in our organization as **Graduate Engineer Trainee** in band **E1.1**
In the coming year, keep aspiring for change and be known for your thoughts and your work; be the catalyst that this fast changing world needs; keep sharpening your skills and investing in yourself; and last but not the least – keep your work and life in perfect balance, because that is the prerequisite for success.

You are requested to join us on **November 4, 2024**. Your joining would be subject to successful completion and compliance with the pre joining requirements as applicable.

We at HCLTech believe in our colleagues showing flexibility and willingness to be deployed and rotated across the various locations, geographies and subsidiaries. In line with the same approach, we look forward to your being flexible towards your placement in the Company. Your growth in this organization will be in line with your capabilities.

Your terms and conditions of employment are detailed in this offer and appointment letter and appended annexure(s)

Your Total Compensation will be **325000** per annum, outlined in **Annexure I.**

You will be required to sign a service agreement of **12 months** with a surety amount of **INR 50,000.** This amount shall be payable to the Company only on the event of your separation from the company before **12 months** from the date of Joining.

You will be on probation for a period of 12 months from the date of your joining. The general terms and conditions governing your employment are outlined in **Annexure II**.

You would be required to furnish digital copies of the documents and other listed information in **Annexure III**, before your joining date. Please note that the submission of all listed documents is essential for the validity of your appointment in the Company.

Annexure IV provides details on the various compensation components and selected benefits that we offer you as a part of the HCLTech family.

At the time of joining, you are required to have completed your degree without any standing arrear/backlogs.

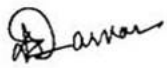
You are requested to accept the offer within 03 days, failing which the offer will stand null and void.

Please note that in case you are unable to report for joining on the respective date, this offer & appointment letter extended to you by HCL Technologies Ltd. will stand withdrawn without any liability.

Signature of Employee:

Looking ahead, we see exciting times – we look up to you to provide impetus in accomplishing our mutual endeavor of being the best in the business of IT Services. Welcome to our Organization! We look forward to a mutually fruitful association.

Yours truly,
For HCL Technologies Ltd. NV



Debasis Sarkar
Executive Vice President, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth. 96. Nehru Place. New Delhi -110009. India

NOTE:
1. All salary components are governed by the company policies and statutory guidelines.
2. This salary sheet is strictly confidential and must not be discussed with anyone other than your HCLTech Reporting Manager and/or your HR Manager.
3. Any personal tax liability arising out of compensation will be borne solely by the employee.
4. Gratuity to be payable as per act

ANNEXURE II

Welcome aboard…

It is often said that an organization can grow only if it empowers its employees to grow! At **HCL Technologies Ltd. NV**, we consciously realize this fact and have developed a five-fold path for individual enlightenment that not only covers basic monetary benefits for HCLTechie, but also takes care of their professional growth by providing empowerment, knowledge, recognition, transformation and support.

Following are the terms and conditions that refer to our offer of employment to you, this is to be read in conjunction with the offer letter as attached.

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Location

Your place of work will be located at **Madurai**

2. Medical Check up

Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement. The fitness testing (and accompanying results) will not lead to any subjective, discriminatory or unethical actions.

3. HCLTech Training Program:

Training (classroom/on the job) sessions will be conducted after your joining.
The training period may be either extended or may be deemed completed earlier, at the discretion of the Management. You shall continue to be under probation, unless specifically confirmed in writing.

4. Performance and Compensation Reviews

Your performance appraisal and compensation review will be governed by the Company's policy being in force from time to time.

5. Notice Period/ Separation

Your employment with the Company can also be terminated either by the Company or by you by giving the other party **90 days'** advance notice. If the Company terminates the employment and decides to relieve you before the completion of the notice period, the "Basic" component of the salary for the balance notice period would be paid to you. If at your request, the Company agrees to relieve you before serving the full notice period, you will be liable to pay the Company the "Basic" component of the salary for the balance notice period. However, please note that accepting any such early relieving request would be entirely at the discretion of the Company. Further, the aforesaid requirement of 90 days' notice may be extended, if mutually agreed by you and the Company.

Signature of Employee:

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On termination of your employment for any reason, you shall comply with the Company's termination procedures, sign all documents and return all Company property. The Company will not be bound to pay the dues, if any, till you have completed all the separation procedures.

6. Agreements

You may be required to e-sign necessary agreements with the Company or any other client as required and complete various formalities as per the agreements at the time of joining and during the tenure with the company.

You may also be required to sign other Agreements with the Company, as the Company may decide from time to time, in order to secure the interests of the Company as also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

7. Employment of Relatives

At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

8. Background and Reference Check

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit photocopies of documents detailed in Annexure III to facilitate the joining and background verification process.
- The company may also undertake reference check through at least two professional references submitted during the process of selection
- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCLTech policies.

9. Working Hours

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

10. Mobility

The Company may require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

11. Deputation/ Transfer

Company may also depute you to work with any of the Group Companies or transfer your services to any Group Company. On such transfer of your employment, the present terms and conditions will cease and the employment will be governed by the terms of employment of the Company you are transferred to. You shall however be entitled to continuity of service.

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12. Retirement

You will retire from service on attaining superannuation at the age of 58 years.

13. Other benefits

You shall be eligible for other benefits related to leaves, perquisites etc. in accordance with the prevailing terms of employment in the Company. Notwithstanding the above, the Company reserves the right to change the above-mentioned benefits as and when it deems necessary and you will be notified accordingly.

14. Correctness of the Details Furnished

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

15. Data Protection:

a. The Employee consents to the holding & processing of personal data provided to the Employer for all purposes of the administration and management of his/her employment and/or the Company's business.

b. The Employee hereby agrees to his/her personal data being collected & the same being transferred, stored and processed by the Company in India and any other countries where the Company, its Group Company and Company Clients have offices, in accordance with the applicable laws.

c. The Employee also agrees that the Company may make such data available to its advisors, other agencies, such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and various regulatory authorities.

d. During employment, the employee will have the right to amend/modify/alter his/her personal information. The employer will exercise all reasonable diligence for safeguarding personal information, as have been disclosed by the employee. It is clarified that the said obligation will not be applicable in case of legally compelled disclosures.

e. The Employee further acknowledges and agrees that the Employer may, in the course of business, be required to disclose personal data relating to him/her, after the end of his/her employment to any group/statutory bodies/authorities as required under applicable law/requirements. However, any personal data, which is no longer required, will be deleted without undue delay.

16. Other Rules and Regulations of the Company

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

Further, during the period of your employment with HCLTech, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Anti Bribery & Anti-Corruption, Business Gift and Entertainment Policy and failure to do so shall entitle HCLTech to take appropriate disciplinary action which may lead & include up to termination of your employment with HCLTech.

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

Signature of Employee:

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Annexure III

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCLTech	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	Consent to be given on candidate information form for BGV initiation and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required

Additional documents (To be submitted on request – Only if required)

1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly scanned & all details are visible.
- Please avoid clicking pictures of documents and uploading.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal

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Account Number) account creation/porting etc. HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.

- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.
- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

You will need to report to HCLTech to complete the joining formalities on the date of Joining, please connect with your recruiter for further details / exceptions.

Location of HCLTech Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No-1 , Akashi Induction Room, Ground Floor, Tower–1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201303
2	CHENNAI	HCL Technologies Ltd, SEZ Unit-2 (Sdb2 Buld), ELCOT-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, Induction Arena, Ground Floor, Tower-4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore-562106
4	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
5	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor , Wing (A&B), Magarpatta, SEZ, Pune-411013
6	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow-226002
7	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ , Plot No. 5 & 7, Ilanthaikulam Village, Madurai-625020
8	NAGPUR	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur-441108
9	VIJAYAWADA	HCL Technologies Ltd. S.No: 20/3, NH-5, Kesarapalli Vill, Gannavaram Mandal, Vijayawada, Krishna Dist, Andhra Pradesh-521102

Signature of Employee:

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ANNEXURE IV

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components have been categorized under the following broad heads:

- Basic Salary
- Monthly Allowances
- Variable Pay
- Retirals & Insurances Benefit

- **Disclaimer:**
- ***Your individual compensation structure may not necessarily have all the components as applicable to the respective Band.***

The details for each component falling under these heads are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

MONTHLY ALLOWANCES

- **House Rent Allowance (HRA):** The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

- **Food Wallet:** Food Wallet is a voluntary benefit and is applicable for payments related to food and non- alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

- **Holiday Allowance:** Holiday Allowance is payable maximum up to INR 50,000 spread over 12 months.

- **Advance Statutory Bonus:** Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

- **Compensatory Allowance:** Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

- **VARIABLE PAY**

The scope of “Variable Pay” in your compensation structure will be governed based on your “employee group” in HCLTech.

Performance Bonus (PB):

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Performance Bonus (PB) is payable in accordance with the Company's Bonus Policy (sales / delivery / functional support) as applicable at that time. The quantum of pay-out will be subject to the current year's Bonus Policy and will be calculated based on your individual contributions against your Key Performance Parameters (KPP) as well as the company's performance.

PB is payable at the end of the performance review cycle. To be eligible for the bonus pay-out, you need to be active on the rolls of the company at the time of reward distribution as per Performance review and Reward cycle.

Engagement Performance Bonus (EPB): Engagement Performance Bonus is a variable component payable on a monthly basis. Pay-out against this component will be governed by the EPB policy (as amended from time to time) that is applicable to your employee group

RETIRALS & INSURANCES BENEFIT

You and your dependents will be covered under Social Security as per the law and Insurance Benefits policy offered by the company. The amounsst mentioned under 'Insurance and Medical Benefits' in your compensation structure is applicable towards various insurances (Medical Insurance, Term Life Insurance, Personal Accident Insurance).
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Medical Insurance: Some of the salient features of the Group Health Medical Insurance policy are as follows

- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:** The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCLTech's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

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- **Gratuity:** As per statutory requirements, it is employer's statutory liability to pay 15 days Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

- **Term Life Insurance (including EDLI):** At HCLTech, you will be covered under the Term-life Insurance which provides safety net to family in case of death of the employee due to any reasons. The applicable amount is mentioned in your offer letter.

- **Disability Insurance:** You are also covered against any permanent or partial disability that may arise due to an accident. The amount payable by Insurer for a disability shall depend on nature of the disability. The amount mentioned in your offer letter is the maximum amount paid by Insurer as per the nature of a disability. You may refer 'Personal Accident Insurance' policy for further details.

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ANNEXURE V

This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. Confidential Information:

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. Inventions:

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with

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the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

   For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

   i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the

   ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is

   iii. performed in the same geography / market where I provided services for the Company.

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The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. **General Provisions Regarding Covenants**

Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

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11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Goutham R
October 28, 2024

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

HCL Technologies will correspond with you on the address & contact details mentioned below :-

Permanent Address: `264 Fathima Nagar voc, Tamil Nadu,
Tamil Nadu, India, .
Email ID: gouthamkowshik@gmail.com
Telephone Number: 6383902006

Signature of Employee:

YASHASWI

Date: 25-10-2024

To,
Ms. E Ilakkia
Email Id - Ilakkiaelangovan4@gmail.com
Mobile: 7904299550

Sub: Apprenticeship Offer Letter

Dear **Ms. E Ilakkia**
With the reference to the interview, you had with **Aptean**, we are pleased to offer you the position of **"Intern "under National Apprenticeship Promotion Scheme** in Aptean.

You are requested to join us on **05 Nov 2024**.

Your apprenticeship will be at the client's offices at **Madurai** During your internship, you will be trained on certain specialized projects relating to our client, Aptean India Private Limited.

The term of the apprenticeship period may be reduced or extended or otherwise modified at the sole discretion of the Company, without assigning any reason.

Upon successful completion of your apprenticeship, you shall be entitled to a certificate of apprenticeship from the Company. Additionally, we will also recommend your name to Aptean for their evaluation for a full-time employment, subject to the following conditions:

1. Successfully meeting the training criteria, goals, and indicators during your internship period.
2. Submission of all the relevant documents requested by the Company.
3. Successful completion of your Graduate / Master's degree, as appropriate.
4. Successfully clearing all background checks that may be conducted.

You agree and understand that your relationship with the Company or Aptean shall not be construed as an employer - employee relationship. You understand and acknowledge that nothing contained in this letter shall be construed as a confirmation or guarantee of employment with Yashaswi or Aptean.

You will be paid stipend as per the discussions you had with **Aptean** at the time of interview.

Kindly acknowledge the duplicate copy of this letter as an acceptance of this offer.

We welcome you to Yashaswi Family and hope it would be the beginning of a long and mutually beneficial association.



General Manager – CSR & Skills Development
Yashaswi Academy for Skills

For Yashaswi Academy for Skills
Kannan KCS
General Manager CSR & Skills Development

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iLink Multitech Solutions
Thinking Beyond

HR/CHN/APP/C2142

To: **21-08-2024**

Letitia. A
Plot no.178,19th cross,Shanmuga Nagar West Extension,Uyankkondan Thirumalai,Vayalur road, Trichy, Tamil Nadu - 620102

APPOINTMENT LETTER

Dear Letitia. A**,**

iLink Multitech Solutions Pvt. Ltd. is delighted to appoint you as **Software Engineer Trainee** with effect from **21-08-2024.**

Your services with iLink Multitech Solutions Pvt. Ltd. shall be subject to the following terms and conditions:

1. Your base location will be at **Chennai** but you might be required to work at our other iLink office locations and at Customer Site, both within and Outside India.

2. **You will be paid a CTC of Rs.575000/- (Rupees Five Lakh(s) Seventy Five Thousand(s) Only) per annum.** The Breakup of monthly and annual Gross CTC is enclosed in Annexure I.

3. As per the company policy, the Probation Clause for the first six months from your date of joining will be in effect. Based on the probation assessment, your services with the company will get Confirmed/ Probation Extended/Terminated. Probation confirmation will not entitle any Salary revision/designation change.

4. Next salary revision will happen only along with the eligible appraisal you are entitled as per the Performance review policy of iLink.

You will be required to sign the Non-Disclosure Agreement as a part of the Company policy as per the enclosed **Annexure 2.**

5. You are entitled to the declared state holidays of the company, specific to your base work location.

6. Leave benefits will be as per the company policy based on your work location. Please refer to the detailed leave policy mentioned in the HR Manual which is in effect during your employment.

7. During your employment with the company, you are liable to be transferred from one job profile to another or any other department as per company requirement and also from one location to another or any other division/branch belonging to or managed/operated by

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the company or its associates and you must be ready to work on any project that is assigned to you irrespective of the technology/platform/nature of the project.

8. During your employment you may be needed to work for extended hours, weekends, holidays, or in day/night shifts as per the work requirement.

9. In case you are offered a performance bonus/Variable pay as a part of your CTC, the same will be paid within 2 months after the end of every calendar year based on your performance in the calendar year. If you happen to join in the middle of a calendar year, the eligible amount will be prorated accordingly for the first calendar year. And in case you happen to resign from the company or the company initiates a termination for any reason you will not be eligible to claim any performance bonus /Variable pay, even on a pro-rata basis.

10. During your employment with the company, the service rules and regulations of the company as given in the HR Manual being in force or introduced/amended later will govern you and you will need to abide by the policies mentioned in the HR Manual relevant at any given point of time. The changes made to any of the clauses in the forthcoming versions of the HR Manual during your employment tenure will be applicable at any given point of time. You will be solely responsible to read and comprehend the HR Manual thoroughly at the time of your joining the company and during your tenure of employment at iLink, whenever new versions of the manual are released and seek the necessary clarifications from HR.

11. During your employment, you are entitled to avail leaves as per the HR Policy of the company relevant based on your work location as per the HR Manual currently in force at any given point of time. You will need to abide by all leave rules for Casual Leave/ Earned Leave/Sick leave/ Work from Home/ Comp-off/ Long Leave/ Loss of Pay/Maternity leave applicable as per the HR manual currently in force at any given point of time.

12. Any leaves during the notice period must be approved by your Reporting Head and Management.

13. During your employment, you are not eligible to be hired by any other organization on any fulltime/part-time/contractual/weekend jobs and you cannot take up any sort of employment directly/indirectly outside iLink, and also you are not entitled to be a partner/shareholder/own any business and if any violation of this clause if found, necessary actions leading to termination of your employment without any notice or compensation will be initiated by the management.

14. Employment with iLink Multitech Solutions Pvt. Ltd. is at-will and either party can terminate the relationship at any time with or without cause and with a notice of 30 days in the first 30 days (look-in period); and a notice of 90 days or less thereafter from the date of your resignation, subject to iLink Multitech Solutions Pvt. Ltd.'s requirement to enable smooth transition and handover. If incase there is a shortfall in the notice period due to a request from your end for an early release, the management holds the rights of final decision about your relieving date and the shortfall in your notice period (if any) will be recovered from your salary/EL balance or any other dues to you from the company during your final settlement and if there is no due from the company to you, you will have

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

to pay the amount equivalent to the basic of your monthly CTC for the number of days of the shortfall, before getting your relieving letter.

15. Incase of terminations, the notice period and the payment of notice period pay by the company will be dependent on the reason for termination and administered as applicable as per the below-given termination clauses.

16. The company shall hold the right to terminate you from the services of iLink without any notice, if you are found guilty at any point of time during your employment for the following reasons,

- For breach of contract or violation of any of the employment regulations as mentioned in the HR Manual.
- If the information given by you at the time of the interview in the application forms and information sheet or during the background/reference checks is found to be incorrect.

In such cases, you will not be eligible for any compensation or notice period pay from the company.

17. Your employment with the organization might be terminated due to your performance-related issues or other reasons which may/may not be revealed to the employee. Under such circumstance, you will be entitled to the notice period pay equivalent to 30 days of your gross monthly salary.

18. Incase if you are assigned to a Performance improvement plan due to performance related issues and your performance found to be unsatisfactory you will not be eligilble for any compensation or notice period pay from the company after the end of PIP period.

19. If your termination is initiated by the organization before the confirmation of your services, for any reason known to you or kept confidential, you will not be entitled to any notice period pay from the company.

20. If your termination is initiated by the company due to any issues related to your performance, deliverables, attitude or dedication to work, time discipline, punctuality, non-adherence to any process and policies of the company etc. within 3 months from your date of joining, you will not be eligible for any notice period pay or compensation from the company. And after the completion of 3 months from the date of joining appropriate action terms applicable as per the termination categories mentioned in this appointment letter will be applicable.

21. In the event of your continuous illness for 2 months or more during the probation period, your services are liable to be terminated without any notice period pay. And after completion of the probation period, your services are liable to be terminated by paying you a notice period pay equivalent to 30 days of your gross monthly salary in lieu thereof. You are advised to maintain yourself in a state of medical/physical/mental fitness. This is on your own as well as the company's interests.

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

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22. In case you absent yourself from duty for 4 or more consecutive days or extend the leave granted, on your own and without the consent of the management/reporting manager/HR as per your applicable reporting hierarchy, and do not respond to any of the emails/calls from the company you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as a repudiation of the contract of employment by you and not as a termination of the service by the company, and the company retains its right to initiate suitable action including but not limited to withholding of compensation and/or terminal benefits if any. In such cases, you will be considered as absconding and will not be allowed to join back the company. You will not be issued any relieving letter from the company and will not be eligible for any further settlement given salary/benefits from the company.

23. If your employment is terminated by the company for any reasons mentioned above, you will be relieved from the services of iLink on the same day of the intimation of your termination and you will not be given an option to serve your notice period in the company. However, you will be paid the notice period pay if the reason for your termination falls under the notice period pay eligibility criteria mentioned in the HR Manual being in force or introduced/amended later will govern. In such cases, you will only be eligible to receive the payment for your notice period and there will not be any documented proof like a relieving letter/settlement sheet that will be provided in support of this notice period.

24. All the benefits provided by the company will lapse on the date you are relieved from the services of the company.

25. You are not eligible to join any client/customer/ sister concerns and/or subsidiaries of the Company without the approval of the Company for a period of 24 months from your date of relieving.

26. In the event of your separation from iLink, either initiated by you or by the company, you shall not recruit/refer employment for any employee of iLink for a period of 24 months commencing the last day of your employment with us.

27. As per company policy, iLink prohibits the sharing of confidential information of projects or any other information related to the company outside iLink. Any violation of this norm shall lead to termination of your service immediately without notice pay or compensation.

28. You should not divulge, communicate, or pass on any information, which may come into your possession during your employment with the company, to any outsider or anyone not employed in the company. At all times you should maintain integrity. You should not communicate, in any manner any information regarding your remuneration/terms of employment to any other employee of the company except to your immediate superior. Any violation of this norm or any other issues related to your integrity shall lead to termination of your service immediately without notice pay or compensation.

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29. You shall, at all times, maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interests, credit, and prestige of the management. You shall not, at any time, work against the interests of the company/management nor do anything unbecoming of an employee.Any violation of this norm of behavior or any act against the basic and universally accepted understandings shall constitute misconduct for which the management shall be competent to take disciplinary action against you which may lead to your termination without notice or compensation.

30. Any dispute, difference, controversy or claim ("Dispute") arising between the Parties out of or in relation to or in connection with this terms of Employment, or the breach thereof, termination, effect, validity, interpretation or non-maintaining the secrete policy of Agreement or as to their rights, duties or liabilities there under, or as to any act, matter or thing arising out of, consequent to or in connection with this Agreement, shall be settled by the Parties by mutual negotiations and agreement. If, for any reason, the Parties cannot resolve such Dispute amicably, the same shall then be referred to and settled by way of arbitration proceedings by appointment of an Arbitrator by mutual consent as per the arbitration act in force. The decision of the Arbitrator shall be final and binding upon the Parties. The venue of such arbitration proceedings will be at Chennai. The language of the arbitration and the award shall be English.

If you are agreeable to the aforesaid terms and conditions, please sign the Office Reference copy of this letter signifying your acceptance of the terms and conditions of your employment and return the copy to HR before collecting your copy of the appointment letter.

We are pleased to have you in our organization and we sincerely hope that your association with our company will be mutually beneficial to both. We hope you will have a long-standing and enjoyable career with us.

Wishing you all the best and welcoming you to iLink family.

Agreed & Accepted

Name: Letitia. A

Date: 26 Aug 2024

Signature

Signature:

iLink Representative

Name: Vikram Tamilmani

Designation: Associate Director - HR

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

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CTC STRUCTURE		
	Monthly Salary	**Annual Salary**
	In Rupees	In Rupees
Basic	14375	172500
HRA	7187	86250
Conveyance Allowance	0	0
Medical Allowance	0	0
Food Allowance	0	0
Leave Travel Allowance	3833	46000
Special Allowance	19041	228490
Total Gross Salary	**44437**	**533240**
Performance Bonus		
Non Cash Benefits		
Company's contribution to P.F. (including Administrative Charges)	1950	23400
Medical Insurance	840	10080
ESI		
Gratuity	690	8280
Total CTC	**47917**	**575000**

*The Monthly Net salary payable, will include deductions of PF (Emp contri.), ESI (Emp Contri. - If ESI is applicable), Medical Insurance (Emp contri.), Professional Tax and income tax as per applicable slab. These deductions will be done month-on-month from Monthly Gross Salary #Bonus will be paid as per The Payment of Bonus Act.

Agreed & Accepted

Name: Letitia. A

Date: 26 Aug 2024

Signature

Signature:

iLink Representative

Name: Vikram Tamilmani

Designation: Associate Director - HR

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

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Annexure 2

EMPLOYEE CONFIDENTIALITY AND NON – DISCLOSURE AGREEMENT

This deed of "Non-disclosure Agreement" is executed at iLink on **21-08-2024**

Between:-

"**iLink Multitech Solutions Pvt. Ltd",** a company incorporated under the Indian Companies Act, 1956 and represented by its authorized signatory, Associate Director of the Company Mr. Vikram Tamilmani and having its office at **RMZ Millennia Business Park 2, 9th Floor, Symbyont Co-workspace, Campus 5, Kandanchavadi, Perungudi, Chennai – 600096** hereinafter referred to as "**iLink**" or "**Company**" on the one part;

And

Letitia. A D/O Antony Jesuraja M and permanent resident of Plot no.178,19th cross,Shanmuga Nagar West Extension,Uyankkondan Thirumalai,Vayalur road Trichy Tamil Nadu 620102 Herein after called as **"The Employee"** of the company on the other part

WHEREAS, "The iLink" is a company engaged in providing specialized software services to its clients operating in different parts of the world and for the purpose of its operations, the company has recruited **"The Employee"** as **Software Engineer Trainee** and issued to him/her Employment Offer Letter and Appointment Letter dated **21-08-2024.**

Whereas, the work experience and software knowledge of the **"The Employee"** at the time of his/her recruitment by "**iLink**" is not sufficient for him/her to perform with full efficiency the job for which he/she has been recruited by "**iLink**".

Whereas, in order to make **"The Employee"** fit, capable, trained, efficient and qualified to handle the project undertaken by **"iLink",** the company has been periodically engaging the services of experts in the field and also use/intend to use its time, infrastructure and project to train **"The Employee"** so that **"The Employee"** would acquire necessary skill, efficiency and knowledge for becoming fully capable of handling the project of **"iLink"** to the full satisfaction of the customers of **"iLink".**

Whereas, after recruiting **"The Employee", "iLink"** had been paying/agreed to pay salary to the **"The Employee"** from the date of appointment till he/she becomes fully efficient and capable to handle the project of the company;

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

Whereas, the project for which **"The Employee"** has been recruited and employed are much sensitive and the data and other information that may come to the knowledge of **"The Employee"** in the course of employment has to be kept in absolute confidence and the breach of this secrecy would cause immeasurable damage and loss to the customers of **"iLink"** and also make the **"iLink"** civilly liable to its customers and it may also affect its future business prospects;

Whereas, **"The Employee"** has been explained of the above facts and he/she also understood their implications, necessity and scope and agreed to execute necessary agreement in that regard;

Now, this deed witnesseth the same;

In this agreement, the term **"Confidential Information"** means any information disclosed or available (whether before or after the date of this agreement), either as stand-alone or otherwise, in writing, orally or otherwise, and whether directly or indirectly, to the Employee in connection with his/her employment with the Company and includes Company proprietary information, contents of training programs, training or business, operation, financial, marketing, strategic, supplier and such like information, technical data, trade secrets or know-how, third party information, including, but not limited to, research, product plans, products, services, Customer lists, Customer's data, Customer's IPR, Customer's processes and Customers (Including, but not limited to, Customers of the Company on whom Employee has called or with whom he or she became acquainted during the term of Employee's employment), markets, software, developments, inventions, processes, formulae, technology, designs, drawings, engineering, hardware configuration information, screens, specifications, plans, data, prototypes, discoveries, research, developments, procedures, intellectual property, market research, marketing techniques and plans, business plans and strategies, discussions, price lists, pricing policies or observation of parts or equipment, or by demonstration or in electronic, graphic or machine readable form and any analyses, compilations, studies or documents prepared by the Employee which summarizes or compiles any such information and all copies and reproductions thereof. "Confidential Information" does not include any of the foregoing items which have become publicly known through no wrongful act of Employee.

"The Employee" hereby undertakes that he/she shall, at all times during the term of his/her employment with the Company and thereafter, hold in strictest confidence, and not use, except for the benefit of the Company, or disclose to any person, firm or corporation

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without written authorization, any Confidential Information of the Company.

"The Employee" further undertakes that he/she shall take all such precautions, as may be reasonably necessary and/or as stipulated by the Company, to prevent the disclosure of any Confidential Information to any third parties.

"The Employee" further undertakes that he/she

i. shall not access or copy or make summaries or notes of any Confidential Information in any format and for any purpose other than performing functions related to the work specifically allotted to the Employee by Company.

ii. shall not, during Employee's employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former employer(s) or other person(s) or entity to the Company or any third party and Employee shall not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.

iii. shall hold all information that the Company has received from any third party to which it is Company's obligation to maintain the confidentiality of such information and to use it only for certain limited purposes for which it is disclosed to the Employee, in the strictest confidence and not to disclose it to any person, firm or corporation or to use it except as necessary in carrying out Employee's work for the Company consistent with the Company's agreement with such third party.

"The Employee" further undertakes and agree that he/she shall not, during the term of his/her employment with the Company, engage in any other employment, occupation, consulting or other business activity directly related to the business in which the Company is now involved or becomes involved during the term of Employee's employment**,** nor will he engage in any other activities that conflict with Employee's obligations to the Company.

"The Employee" further agrees that nothing in this Agreement shall be construed as granting any license or any other rights whatsoever, either directly or indirectly, with respect to the Confidential Information.

PROPRIETARY RIGHTS: The Employee hereby assigns to the Company all right, title and interest in and to any and all inventions and derivative works relating to any

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Confidential Information (including all intellectual property rights) throughout the world in connection therewith, and the goodwill associated with the foregoing (collectively, "Proprietary Rights"), whether or not patentable or registerable under patent, copyright, trademark or similar statutes, made or conceived by the Employee, by himself or in collaboration with any third party, during the period of employment with the Company. The Employee shall disclose all such inventions to the Company and execute, verify and deliver all documents in connection therewith to the Company.

REMEDIES: Employee understands and acknowledges that any disclosure or misappropriation of any of the Confidential Information in violation of this Agreement may cause irreparable harm or injury to Company, its affiliates, associates or clients, the amount of which may be difficult to ascertain. Employee agrees that in the event of any breach or threatened breach of this Agreement by the Employee, Company may obtain, in addition to any other legal remedies, which may be available to it, such equitable relief as may be necessary to protect Company, its affiliates, associates and clients, against any such breach or threatened breach.

1. Notwithstanding anything contained in the Appointment Letter, Employee expressly agrees and acknowledges that in the event of a breach or threatened breach of this agreement, any benefits to which the Employee would otherwise be entitled upon termination of his/her employment with the Company will be rendered null and void and the Employee shall have no right to such entitlements.
2. In case, the Employee or any of his/her representatives is forced by any statutory authorities or Courts to disclose any Confidential Information, the Employee shall forthwith and promptly notify the same to the Company in order to enable the Company to take legal measures to safeguard its legitimate interest and also of its customers.
3. The Employee hereby consents that he/she can resign from **"iLink"** only after giving three months prior notice in this regard to **"iLink"** and the said resignation shall become effective and take effect only on it is approval by **"iLink"** and the relieving of **"The Employee"** shall be subject to the condition that may be lawfully imposed by the **"iLink"** to safeguard its lawful interest. For proper reasons, and to safeguard the vital interest of **"iLink",** the company may also postpone the acceptance of or even reject the letter of resignation submitted by **"The Employee".** The decision of **"iLink"** in this regard shall be final and not open to challenge by **"The Employee".**
4. At the time of leaving the employment of **"iLink"**, **"The Employee"** shall

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

return/deliver to the Company (and will not keep in Employee's possession, recreate or deliver to any third party) (i) all Confidential Information and copies/reproductions thereof, in whole or in part, and (ii) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by Employee pursuant to Employee's employment with the Company or otherwise belonging to the Company, its successors or assigns.

5. In the event of leaving the employment **"The Employee",** the Employee consents to notification by the Company to Employee's new employer about Employee's rights and obligations under this Agreement.
6. **"The Employee"** agrees and acknowledges that he/she will not join any client/Customer or their sister concerns and /or subsidiaries without the prior approval of Company for a period of two years from the date of cessation of **"The Employee"** from **"iLink"**.
7. **"The Employee"** further undertakes and agrees that after the cessation of his/her employment with **"iLink"** for any reason, the Employee shall not, using Proprietary/Confidential Information, directly or indirectly, either alone or in concert with others, solicit, entice, or in any way divert and of the Employer's customers or suppliers to do business with any business entity in competition with Employer. Furthermore, the Employee agrees to forbear from soliciting or accepting employment/contract with any direct or indirect or potential/ prospective customers, competitors or partners of the Employer either directly or indirectly for a period of two (2) years from the date of cessation of employment with **"The Employee"**.
8. **"The Employee"** further undertakes and agrees that during the term of his/her employment with iLink Multitech Solutions Pvt Ltd. and for twenty four (24) months after the resignation thereof, regardless of the reason for the employment resignation/termination, he/she will not, directly or indirectly, on his/her own behalf or on behalf of or in conjunction with any person or legal entity, recruit, solicit, or induce, or attempt to recruit, solicit, or induce, any employee of iLink Multitech Solutions Pvt Ltd with whom he/she had personal contact or supervised while performing his/her Job and Duties, to terminate their employment relationship with the Company.
9. **"The Employee"** further undertakes, agrees and acknowledges that he/she shall indemnify the Company and keep the Company indemnified against all losses, costs,

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

expenses, claims and liabilities which Company may suffer or incur as a result of the breach of any of the terms of this Agreement by the Employee.

10. **NOTICES**: Any notice required or permitted to be given by one party to this agreement to the other party shall be taken as sufficiently given, if it is delivered in person or sent by Registered Post, postage prepaid to either party at the address of such party stated above or such other address as shall have been designated by written notice by such party to the other party. Any notice or other communication required or permitted to be given under this Agreement will be deemed as given on the day when delivered in person, or the third business day after the day on which such notice was mailed in accordance with this clause.
11. Both the Company and the Employee hereby agree that any dispute or controversy arising out of, relating to, or in connection with this Agreement, or the interpretation, validity, construction, performance, breach, or termination of this Agreement, shall be finally settled by the sole arbitrator to be nominated by **"The iLink"** and it shall be adjudicated in accordance with the laws governing arbitration in India. The arbitrator to be appointed by **"The iLink"** shall be either a lawyer practicing law in Chennai or a person retired as civil judge or Magistrate in Tamil Nadu judicial service. The decision of the arbitrator both on law, facts and costs shall be final, conclusive and binding on the parties to the arbitration.
12. **"The Employee"** further undertakes and agrees that any invalidity or unenforceability of any clause or term of this Agreement, or any terms hereof shall not affect the validity or enforceability of the remaining term of this Agreement.
13. This Agreement supersedes all prior or contemporaneous agreements whether written or oral between the parties to this agreement. It is further agreed that no waiver, alteration, or modification of any of the provisions of this Agreement shall be binding unless the same is in writing and signed by duly authorized representatives of the parties hereto.
14. **"The Employee"** hereby agrees that nothing in this Agreement shall confer any right to his continued employment in the Company, nor shall it interfere in any way with Employee's right or the Company's right to terminate Employee's employment in accordance with the Appointment Letter.
15. **GOVERNING LAW**: This Agreement shall be governed by laws of India without regard to conflict of laws of other countries and the parties hereto submit to the exclusive

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jurisdiction of the Courts in Chennai, Tamil Nadu, India.

16. The Employee acknowledges that he/she has been appraised of his/her right to consult an advocate of his/her choice before signing this Agreement and is fully aware and understood of his/her rights and obligations under this Agreement.
17. The Employee hereby agrees that in addition to this agreement, he/she shall sign any further Non-Disclosure Agreement (NDA) as may be required by the Customers of the Company and abide by that agreement also.

IN WITNESS WHEREOF, the parties hereunto have put their hands and seals on the date and place herein above mentioned.

I Letitia. A **D/O** Antony Jesuraja M hereby admit and acknowledge that I have carefully read and understood the contents of this agreement and I represent and warrant that I have entered into this agreement and signed it voluntarily and after consulting with whomsoever I wished.

Executed at Chennai on date of **21-08-2024**

Signature:

Employee Name: Letitia. A

Designation: Software Engineer Trainee

Signature:

iLink Representative

Name: Vikram Tamilmani

Designation: Associate Director - HR

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

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Annexure 3:

The clauses 2.3 – Joining Formalities, 2.4 - Hours of Work & Office Timings & 2.5 – Unauthorized Absenteeism as given in HR Manual, are as given below. The changes made to these clauses of Joining Formalities, Hours & Office Timings, and Unauthorized Absenteeism in any of the forthcoming versions of the HR Manual during your employment tenure will be applicable of this appointment letter at any given point of time.

2.3 Joining Formalities

You are required to submit all the documents as per the HR joining checklist to HR department on your date of joining. You will be issued your appointment letter and first month's salary only after the submission of all your document copies along with originals for verification. If any mismatch in information from what you have documented in the employee information sheet or in the interviews is found during the documentation process or during the reference check process your employment with the company may be terminated without any notice or compensation.

New employees who are coming to join in iLink cannot join the company without the relieving letter of their previous company. If their relieving letter will be issued later as per their previous company policy, they need to submit their resignation acceptance letter. If they are submitting the printout of the mail copy of their relieving letter/resignation acceptance, it needs to be attested by their previous company HR with signature and the company seal. Mail copies / letters on plain white paper (without letter head) without signature and seal are not accepted.

It is compulsory that all employees need to read their iLink appointment letter thoroughly and submit their acceptance to the terms and conditions of their appointment by acknowledging in the office copy of the appointment letter with signature. As per this policy, going forward new employees who are joining iLink in future will be enrolled into the rolls of the company only after their acceptance of the terms and conditions of their appointment. Existing employees are required to read and understand their employment terms in the appointment letter thoroughly and clarify their doubts with HR. Employees will be solely responsible to read and understand the terms and conditions of their appointment letter thoroughly and the company is not responsible for any clause in the appointment letter that the employee fails to read or understand at any given point of time.

During your employment with the company, the service rules and regulations of the company as given in the HR Manual being in force or introduced/amended later will govern all its employees and all employees will need to abide by the policies mentioned in the HR Manual relevant at any given point of time. Employees will be solely responsible to read and comprehend the HR Manual thoroughly at the time of their joining the company and during their tenure of employment at iLink whenever new versions of the manual are released, and seek the necessary clarifications from HR. Company will not take responsibility for any rules mentioned in the HR manual that the employee overseas and fails to understand.

Zoho Sign Document ID: 2B46817D-QMKSSPCCCFXQFJFFKY7RM4VKLGS-4BZHIQYMT1UXFO4

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2.4 Hours of Work

A) The normal working hours are from 9:30 am to 6:30 pm from Monday to Friday with a lunch break of half an hour in between. However due to business exigencies employees may be required to work at different timings, weekends or holidays, which may be prescribed by your manager from time to time.

A) Employee's minimum working hours must be 45 hours a week.
B) Employee arriving late or leaving early should obtain prior permission from their leads.
C) Employees are required to sign the attendance register with accurate in & out timing daily.

All employees are required to strictly follow these office timings unless you are working on other time zones due to project/process requirements that are approved by your reporting manager and management. If anyone is observed not to be adhering to the office working hours and not following the time disciple, they will be initially warned by the reporting manager and if the employee still fails to adhere to the timings, a letter/mail warning will be issued by HR and after which if the employee still fails to follow office time discipline, the management reserves the rights to take suitable action against the employee, which may also lead to termination of employment by the company without any notice or compensation.

2.5 Unauthorized Absenteeism

Employees are not permitted to avail leave from work without prior information. In case where it is an unforeseen emergency/circumstances employee must inform any of their managers/management/HR either through email or phone call. In cases where the employee is absenting themselves without informing anyone suitable, warning letter will be issued from the HR / reporting head for the first 2 times of absenteeism. If the same is repeated for the third time the employee will be terminated from the services of the company without any notice or compensation.

Agreed & Accepted

Name: Letitia. A

Date: 26 Aug 2024

Signature 



Lokeshwar S A

CUSTOMER SUPPORT EXECUTIVE

Emp Code : 33460

DOB : 22.10.2002

Blood Group : AB+

Lokeshwar S A

Holder Signature

Authorised Signatory

iMARQUE SOLUTIONS (P) LTD

New no.271A Old No.85 A Manasarovar Tower, Scheme Road, Anna Salai, Teynampet, Chennai-18.
Ph : +91 - 44 - 24337840 / 9840955911

iMARQUE

iMARQUE SOLUTIONS (P) LTD

WELCOME LETTER

Ref: 98798 / 218

7/3/2024

Dear Lokeshwar S.A,

Congratulations !!!

We are glad to inform you that you have been selected and offered the position of **CUSTOMER SUPPORT EXECUTIVE**, an exciting opportunity to become a part of iMarque solutions Pvt. Ltd.

You are requested to report as follows,

Joining Date: **04/07/2024**
Job Location: **Chennai**
Joining Time: **09:30 AM**
Contact Person: **Vidhya K**
Contact Number: **7904191752**

You are also requested to submit the following copies of the documents on your Date of Joining without fail,

1. Educational qualification certificates (10th, 12th and Diploma/Degree Certificates)
2. ID Proof (Aadhaar Card, Pan Card, Voter ID, Driving License, Passport)
3. Appointment Letter, Experience letter & Last 3 Months Pay Slip if applicable of your Previous Companies
4. Bank Account details (Bank Passbook Front page copy/Cancelled Cheque leaf)
5. Recent Passport size photograph-2Nos
6. Reference number-Two Contact Number of Previous Employer(HR & Reporting Manager with their Official E-Mail IDs)
7. Emergency Contact Number - Two Numbers from your Family which has to be active and easily accessible.

You will be entitled for the remuneration of **Rs.11000/-(Eleven Thousand only)** per month as your Consolidated salary. You will be receiving an Offer Letter once your Training Period & Certification is over. You will be eligible to receive both the above only if all your listed documents and number are submitted and verified to be true.

For Imarque Solutions,

HR Signature:
Vidhya

I hereby accept this WELCOME LETTER issued by iMarque Solutions Pvt Ltd.

Candidate Signature: Lokeshwar S A

• Note: Computer generated statements does not include signature.

Offer: Computer Consultancy
Ref: TCSL/DT20234804559/Chennai
Date: 14/07/2024

Ms. Mahaboobnisha Nowshad
No.4 Annai Katti Maidhanam D/2 Alam Swathy ArcadeBheema Nagar,
Pss Mahal,
Trichy-620001,
Tamil Nadu.
Tel# 91-9790602021

Dear Mahaboobnisha Nowshad,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Services: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity
You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19.** Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET

Annexure 1

Name	Mahaboobnisha Nowshad
Designation	Assistant System Engineer-Trainee
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TATA

Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

TCS Confidential
TCSL/DT20234804559

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TCS Career Services: 1800 209 3111 Email: careerservices.com



2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

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

4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

7. **Restriction on Associate's Rights**

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

8. **No License**

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

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



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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03 - August - 2024

Dear Manibharathi,

It is my pleasure to extend the following offer of employment to you on behalf of CloudIQ Solutions Pvt Ltd., further to the interview and discussions you have had with us. You are expected to join duty on 5th August 2024.

You will be designated as "**Software Design Engineer**" and in this capacity, you will report directly to Mr. Manirajasekar. As Software Design Engineer, your annual total cost to the company is Rs. 3,00,000/- (Three Lakh Rupees only). The break-up of your gross salary is set out in the Annexure.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey.

Yours truly,



Name: Vijayakumar G
Director - Operations
Date: 03-August-2024

ACCEPTANCE

In consideration of my employment with Cloud IQ Solutions Pvt. Ltd., I agree to abide by all of its policies and procedures, rules and regulations. If employed, I understand that I should undergo the probation training for about six months and my confirmation will be done based on my performance . If Confirmed and also during probation, I understand that I may terminate my employment with two months of notice.

Confidentiality and Intellectual Property Rights Agreement:

I understand that any information regarding the Company's business or other relevant information shall remain secret and safeguarded by me. In consideration of employment, I understand that I am required to sign the Company's Confidentiality and Intellectual Property Rights Agreement before the commencement of my employment.

I am in agreement with the aforementioned terms and conditions of employment.

Signed: _____

Date: _____

Annexure - Salary Breakup in Indian Rupees

Name: Manibharathi

Designation: Software Design Engineer

Gross salary per month	**21590**		
Components In salary	**Percentage**	**Per month**	**Per annum**
Basic Salary	50%	12500	150000
HRA (calculated on basic wage)	50%	6250	75000
Conveyance allowances (Fixed)		1000	12000
Mobile allowances		500	6000
Medical allowances (Fixed)		1000	12000
Special allowances (Balance amount)		340	4080
Total Gross Salary		**21590**	**259080**
Non Salary Component			
PF contribution by employer (on basic)	12%	1800	21600
ESI contribution by employer (on gross)	0.75%	0	0
Professional Tax (PT) (Different for each state)		0	0
Medical Insurance		**1610**	**19320**
CTC Calculation			
CTC= Gross salary + (Employer PF+ ESI+PT+MI)		**25000**	**300000**

Leave & Holidays Program – India

Paid Time Off (PTO)

The Company provides the following leave for all regular employees.

- Earned Leave
- Sick Leave
- Public Holiday

Earned Leave

Cloud IQ Solutions Pvt. Ltd., will provide employees with 1.5 earned leave every month (18 days of annual earned leave per calendar year). 10 days of unused earned leaves will carry over to the next calendar year up to a maximum of 20 days. Once it reaches this number, there will be no further accrual of leaves. The approval and scheduling of such time off will be subject to prior Manager Approval and business needs. Upon termination of employment, any remaining balance of earned leave will be encased to the exiting employee. All earned leave/annual leave will be paid out to the exiting employee at the employee's fixed base salary rate at the time of exit.

Sick Leave

Cloud IQ Solutions Pvt. Ltd., will provide India employees up to 12 days of paid sick time per calendar year. Employees availing sick leave must inform their manager no later than the time they are scheduled to start work that day.

Public Holiday

In keeping with the National and Festival Holidays Act, Cloud IQ Solutions Pvt., Ltd. employees will be paid 10 days per calendar year as holidays. This will be as-per a pre-published holiday calendar at the beginning of each year.

Cloud IQ Solutions Pvt. Ltd.
EMPLOYEE INTELLECTUAL PROPERTY AGREEMENT

I, the undersigned employee, agree as follows for the benefit of Cloud IQ Solutions Pvt. Ltd., its subsidiaries, and affiliates (collectively "Cloud IQ Solutions Pvt. Ltd."):

Confidentiality. I agree that information that is not generally known to the public to which I have been or will be exposed as a result of my being employed by Cloud IQ Solutions Pvt. Ltd., is confidential information that belongs to Cloud IQ Solutions Pvt. Ltd., This includes information developed by me, alone or with others, or entrusted to Cloud IQ Solutions Pvt. Ltd., by its customers or others. I will hold Cloud IQ Solutions Pvt. Ltd's confidential information in strict confidence, and not disclose or use it except as authorized by Cloud IQ Solutions Pvt. Ltd., and for Cloud IQ Solutions Pvt. Ltd's benefit. If anyone tries to compel me to disclose any of Cloud IQ Solutions Pvt. Ltd's confidential information, by subpoena or otherwise, I will immediately notify Cloud IQ Solutions Pvt. Ltd., so that Cloud IQ Solutions Pvt. Ltd. may take any actions it deems necessary to protect its interests. My agreements to protect Cloud IQ Solutions Pvt. Ltd's confidential information apply both while Cloud IQ Solutions Pvt. Ltd., employs me and after my employment by Cloud IQ Solutions Pvt. Ltd., ends, regardless of the reason it ends.

Cloud IQ Solutions Pvt. Ltd's confidential information includes, without limitation, information relating to Cloud IQ Solutions Pvt. Ltd's trade secrets, research and development, product development plans, inventions, know-how, software (including source code and object code), procedures, manufacturing, engineering, purchasing, accounting, marketing, sales, customers, suppliers, financial status or employees.

I understand that this agreement does not limit my right to use my own general knowledge and experience, whether or not gained while employed by Cloud IQ Solutions Pvt. Ltd., or my right to use information that is or becomes generally known to the public through no fault of my own.

I understand it is Cloud IQ Solutions Pvt. Ltd's policy not to improperly obtain or use confidential, proprietary or trade secret information that belongs to third parties, including others who have employed or engaged me or who have entrusted confidential information to me. I will not use for Cloud IQ Solutions Pvt. Ltd's benefit or disclose to Cloud IQ Solutions Pvt. Ltd., confidential, proprietary or trade secret information that belongs to others, unless I advise Cloud IQ Solutions Pvt. Ltd., that the information belongs to a third party and both Cloud IQ Solutions Pvt. Ltd., and the owners of the information consent to the disclosure and use.

Inventions, Copyrights and Patents. Cloud IQ Solutions Pvt. Ltd., owns all Inventions and Works I make, conceive, develop, discover, reduce to practice or fix in a tangible medium of expression, alone or with others, either (a) during my employment by Cloud IQ Solutions Pvt. Ltd., (including past employment, and whether or not during working hours), or (b) within one year after my employment ends if the Invention or Work results from any work I performed for Cloud IQ Solutions Pvt. Ltd., or involves the use or assistance of Cloud IQ Solutions Pvt. Ltd's facilities, materials, personnel or confidential information. Cloud IQ Solutions Pvt. Ltd., also owns all Inventions and Works of mine that I bring to Cloud IQ Solutions Pvt. Ltd., that are used in the course of Cloud IQ Solutions Pvt. Ltd's business or that are incorporated into any Inventions or Works that belong to Cloud IQ Solutions Pvt. Ltd.

I will promptly disclose to Cloud IQ Solutions Pvt. Ltd., will hold in trust for Cloud IQ Solutions Pvt. Ltd's sole benefit, will assign to Cloud IQ Solutions Pvt. Ltd. and hereby do assign to Cloud IQ Solutions Pvt. Ltd., all Inventions and Works described in the prior paragraph, including all copyrights (including renewal rights), patent rights and trade secret rights, vested and contingent. I will waive and hereby do waive any moral rights I have or may have in the Inventions and Works described in the prior paragraph. I agree that all Works I produce within the scope of my employment (which shall include all Works I produce related to Cloud IQ Solutions Pvt. Ltd's business, whether or not done during regular working hours) shall be considered "works made for hire" so that Cloud IQ Solutions Pvt. Ltd., will be considered the author of the Works under the federal copyright laws. At Cloud IQ Solutions Pvt. Ltd's direction and expense I will execute all documents and take all actions necessary or convenient for Cloud IQ Solutions Pvt. Ltd., to document, obtain, maintain or assign its rights to these Inventions and Works. Cloud IQ Solutions Pvt. Ltd., shall have full control over all applications for patents or other legal protection of these Inventions and Works.

"Inventions" means discoveries, developments, concepts, ideas, improvements to existing technology, processes, procedures, machines, products, compositions of matter, formulas, algorithms, computer programs and techniques, and all other matters ordinarily intended by the word "invention," whether or not patentable or copyrightable. "Inventions" also includes all records and expressions of those matters. "Works" means original works of authorship, including interim work product, modifications and derivative works, and all similar matters, whether or not copyrightable.

I understand that this agreement does not apply to any Invention or Work of mine for which no equipment, supplies, facilities or trade secret information of Cloud IQ Solutions Pvt. Ltd., was used and which was developed entirely on my own time, unless (a) the Invention or Work relates directly to Cloud IQ Solutions Pvt. Ltd's business or actual or demonstrably anticipated research or development, or (b) the Invention or Work results from any work I performed for Cloud IQ Solutions Pvt. Ltd.,

Cloud IQ Solutions Pvt. Ltd., Materials. I will safeguard and return to Cloud IQ Solutions Pvt. Ltd., when my employment ends, or sooner if Cloud IQ Solutions Pvt. Ltd., requests, all documents and property in my care, custody or control relating to my employment or Cloud IQ Solutions Pvt. Ltd's business, including without limitation any documents that contain Cloud IQ Solutions Pvt. Ltd's confidential information.

Nonraiding of Employees. So long as Cloud IQ Solutions Pvt. Ltd., employs me and for twelve (12) months after my employment ends, regardless of the reason it ends, I will not directly or indirectly solicit any employee to leave his or her employment with Cloud IQ Solutions Pvt. Ltd.

No Interference. I will not interfere with Cloud IQ Solutions Pvt. Ltd's relationships with its customers, employees, vendors, bankers or others. This applies both while Cloud IQ Solutions Pvt. Ltd., employs me and after my employment by Cloud IQ Solutions Pvt. Ltd., ends, regardless of the reason it ends.
Other Employment While Employed By Cloud IQ Solutions Pvt. Ltd., While I am employed by Cloud IQ Solutions Pvt. Ltd., I will not do work that competes with or relates to any of Cloud IQ Solutions Pvt. Ltd's products or activities without first obtaining Cloud IQ Solutions Pvt. Ltd's written permission. Any business opportunities related to Cloud IQ Solutions Pvt. Ltd's business that I learn of or obtain while employed by Cloud IQ Solutions Pvt. Ltd., (whether or not during working hours) belongs to Cloud IQ Solutions Pvt. Ltd., and I will pursue them only for Cloud IQ Solutions Pvt. Ltd's benefit. The names of our competing Companies will change from time to time and this will be accordingly updated in our intranet site and will be applicable.

Disclosure of Other Work. Before I undertake any work for myself or anyone else during my employment by Cloud IQ Solutions Pvt. Ltd., or within twelve (12) months after my employment ends that will involve subject matter related to Cloud IQ Solutions Pvt. Ltd's activities, I will fully disclose the proposed work to Cloud IQ Solutions Pvt. Ltd.

Reasonableness of Terms. I acknowledge that the terms of this agreement are reasonably necessary to protect Cloud IQ Solutions Pvt. Ltd's legitimate business interests. I acknowledge that if my employment with Cloud IQ Solutions Pvt. Ltd., ends my experience and capabilities are such that I can obtain employment that does not violate this agreement, and that an injunction to enforce this agreement will not prevent me from earning a reasonable livelihood.

Future Consulting or Employment for Cloud IQ Solutions Pvt. Ltd. If my employment relationship with Cloud IQ Solutions Pvt. Ltd., ends, but Cloud IQ Solutions Pvt. Ltd. employs me again or engages me as a consultant, then this agreement shall apply to my later employment(s) or engagement(s) unless they follow a period of a year or more during which I was neither employed nor engaged by Cloud IQ Solutions Pvt. Ltd., If this agreement becomes applicable to a consulting relationship, the references in this agreement to my employment by Cloud IQ Solutions Pvt. Ltd., shall be treated, as appropriate, as referring to my consulting relationship with Cloud IQ Solutions Pvt. Ltd.

No Guarantee of Employment. I understand this agreement is not a guarantee of continued employment. My employment is terminable at any time by Cloud IQ Solutions Pvt. Ltd., or me, with or without cause or prior notice, unless otherwise provided in a written employment agreement.

No Conflicting Agreements. I am not a party to any agreements, such as confidentiality or non-competition agreements, that limit my ability to perform my duties for Cloud IQ Solutions Pvt. Ltd.

Miscellaneous. If I breach this agreement it will cause Cloud IQ Solutions Pvt. Ltd., irreparable harm. If I breach or threaten to breach this agreement, Cloud IQ Solutions Pvt. Ltd., will be entitled to injunctive or other equitable relief as well as money damages. If I breach this agreement, I will hold in trust for Cloud IQ Solutions Pvt. Ltd., all income I receive as a result of the violation. I consent to Cloud IQ Solutions Pvt. Ltd., notifying anyone to whom I may provide services of the existence and terms of this agreement. In any lawsuit arising out of or relating to this agreement or my employment, including without limitation arising from any alleged tort or statutory violation, the prevailing party shall recover their reasonable costs and attorney's fees, including on appeal. The internal laws of India shall govern this agreement without giving effect to the provisions thereof related to choice of laws or conflict of laws. Venue and jurisdiction of any lawsuit involving this agreement or my employment shall exist exclusively in the jurisdiction of the state Tamil Nadu, unless injunctive relief is sought by Cloud IQ Solutions Pvt. Ltd., and, in Cloud IQ Solutions Pvt. Ltd's judgment, may not be effective unless obtained in some other venue. If any part of this agreement is held to be unenforceable, it shall not affect any other part. If any part of this agreement is held to be unenforceable as written, it shall be enforced to the maximum extent allowed by applicable law. My obligations under this agreement supplement and do not limit other obligations I have to Cloud IQ Solutions Pvt. Ltd., including, without limitation under the law of trade secrets. This agreement shall be enforceable regardless of any claim I may have against Cloud IQ Solutions Pvt. Ltd.

This agreement shall survive the termination of my employment, however caused. The waiver of any breach of this agreement or failure to enforce any provision of this agreement shall not waive any later breach. This agreement is binding on me, my heirs, executors, personal representatives, successors and assigns, and benefits Cloud IQ Solutions Pvt. Ltd., and its successors and assigns. This agreement is the final and complete expression of my agreement on these subjects, and may be amended only in a writing signed by Cloud IQ Solutions Pvt. Ltd., and me.

Dated this day of _____.

Employee Name: _____ Signature_____

Cloud IQ Solutions Pvt. Ltd

Acceptance:

By: Vijayakumar G



Signatory

Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA Unit

Date: 17-Jan-2024

To

Mr.NAVEEN KUMAR S,
32/49, KANNIMAR KOVIL STREET,
KOONIBAZAAR MAIN ROAD, BEEMANAGAR,
TIRUCHIRAPPALLI-620001, TAMILNADU.

Dear **Mr.NAVEEN KUMAR S,**

OFFER OF EMPLOYMENT

We are pleased to inform you that upon satisfactory and successful completion of your internship, we intend to offer you employment for the position **PRODUCT SUPPORT ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.** This offer is contingent upon your continued performance and availability of a suitable position at the time of completion of your internship.

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

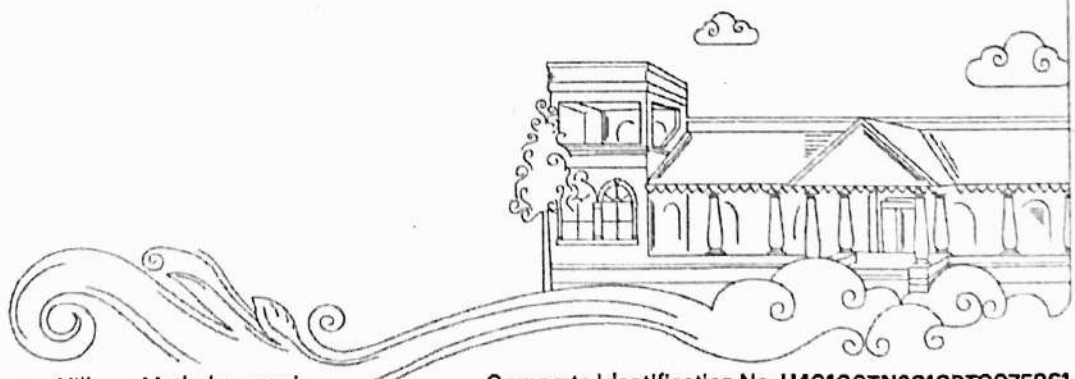
Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.



Branch Office:
2/278, Ambai Road, Silaraipuravu Village, Mathalamparai,
Tenkasi, Tamilnadu, 627 814. Ph: +91- 4633 307070

Corporate Identification No: U40100TN2010PTC075961
e-mail ID: hr-team@zohocorp.com



ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.





NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.



ZOHO

VALIDITY

This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **16-Feb-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form. However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED

M.I.Sohail
Manager - HR & Global Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:	S. Naveenkumar	Date of Offer acceptance:	17 Jan 2024
Name :	Naveen Kumar S	Place :	Tiruchirappalli

ZOHO

ANNEXURE A

NAME : NAVEEN KUMAR S
DESIGNATION : PRODUCT SUPPORT ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.



ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.1000/- (RUPEES ONE THOUSAND ONLY)** for team treat and **Rs.4000/- (RUPEES FOUR THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

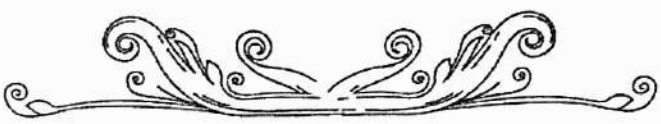
GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal



Offer: Computer Consultancy
Ref: TCSL/DT20234778565/Chennai
Date: 12/07/2024

Ms. Parkavi Balasundar
Flat G1, No. 7, Soorya FlatsE. B. Colony Main Road,
Khajamalai,
Tiruchirappalli-620023,
Tamil Nadu.
Tel# -

Dear Parkavi Balasundar,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

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Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **Personal Allowance**
   You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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TATA

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**

   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

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

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii.Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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Registered Office Nirmal Building, 9th Floor Nariman Point, Mumbai 400 021
TCS Careers Support Line: 1800 209 3444 careers@tcs.com

specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET **Annexure 1**

Name	**Parkavi Balasundar**
Designation	**Systems Engineer**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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For TATA Consultancy Services Limited

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Encl: Annexure 1: Benefits and Gross Salary
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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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Tata Consultancy Services Limited



Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

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

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

5. **Use of third party material**
Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

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

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

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

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Telephone: 91 22 6778 9595 Fax: 91 22 6778 9111 Email: contact@tcs.com

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

TCS Confidential
TCSL/DT20234778565

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TCS Careers Site: https://www.tcs.com/careers, for more

Offer: Computer Consultancy
Ref: TCSL/DT20234810693/Chennai
Date: 14/07/2024

Ms. Priyadharshni K
No.19/623rd Cross,
Paramasivapuram,Lalgudi,
Tiruchirappalli-621601,
Tamilnadu.
Tel# 91-9786707416

Dear Priyadharshni K,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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TCS Careers [illegible] Email: careers@tcs.com

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Services: 1800 202 2117 Email: careers@tcs.com

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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Annexure 1

GROSS SALARY SHEET

Name	**Priyadharshni K**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

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4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

7. **Restriction on Associate's Rights**

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

8. **No License**

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

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9. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. **General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Zoho Corporation Private Limited
Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
SEZ Unit

Date: 30-Apr-2024

To

Mr.RAHUL B S,
5TH CROSS,
KAMARAJ NAGAR,
ARIYALUR-621704, TAMIL NADU.

Dear **Mr.RAHUL B S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **MEMBER TECHNICAL STAFF** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.600000/- (RUPEES SIX LAKH ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

CORIZO
Empowering Tomorrow's Leaders

+91 8971527740
radhika@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

27th March,2024

PROBATION OFFER LETTER

Dear **RAJALAKSHMI. R,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable. The first ten(10) days including the day of joining will be "On Job Training" which will be unpaid**. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Business Development Associate (BDA)**.

Date Of Joining: 03rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

After your probation period you shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <**radhika@corizo.co.in**> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

CORIZO EDUTECH * BANGALORE *

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name : RAJALAKSHMI. R

Date : 28.03.2024

Signature : Rajalakshmi

RENAULT NISSAN TECHNOLOGY & BUSINESS CENTRE INDIA

Chengalpattu, April 25, 2024

Ref : HR/21047/April' 24

Letter of Intent

Dear Mr **Roheeth Kumar Yejakumar**

Contact No : **9345332186**

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd.

Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining shall be informed. The eligibility criteria prescribed for the above position is a pass in the **7th & 8th** semester of your **graduation** and overall grade /percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30th June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

Your annual gross salary will be. Rs. **4,25,000 /- (Rupees Four Lakh Twenty Five Thousand Only)** subject to the Offer Letter to be issued. You shall be appointed as a trainee subject to terms and conditions as may be prescribed by the Company and your training shall be for a period of 12 months. As the Company shall be spending substantial time, money and resources for your training, you would be required to sign an Agreement agreeing to serve the Company for a period of 24 months from the date of successful completion of the training, subject to the terms and conditions contained therein.

In case of further clarifications with reference to your joining, please get in touch with our Campus Recruitment Team on email **renault-nissan.campus@rntbci.com**

Please note that our earlier offer letter Ref No **20494** Dated **October 20, 2023** stands rescinded.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

Sincerely

Bhargavi Gopalakrishna

Head – Talent Acquisition, RNTBCI

Accepted

Candidate Name: ROHEETH KUMAR.R.J.

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
Ascendas IT Park, Mahindra World City, SEZ
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,
Tamil Nadu – 603 004. India
CIN : U50401TN2007PTC064840

T +91 44 67481000
F +91 44 67481150

Offer: Computer Consultancy
Ref: TCSL/DT20234177361/Chennai
Date: 14/07/2024

Mr. Samuvel A
5/1151st Street,
Thirunagar Ponamalai,
Trichy-620004,
Tamilnadu.
Tel# 91-8072510899

Dear Samuvel A,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade Y. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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

TATA

COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs 2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**
   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**
   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
  address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Connect 1800 209 3111 Email: careers@tcs.com

Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET

Annexure 1

Name	**Samuvel A**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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TATA

Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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



Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. Associate's Obligations

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

3. Intellectual Property Rights

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

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4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

7. **Restriction on Associate's Rights**

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

8. **No License**

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

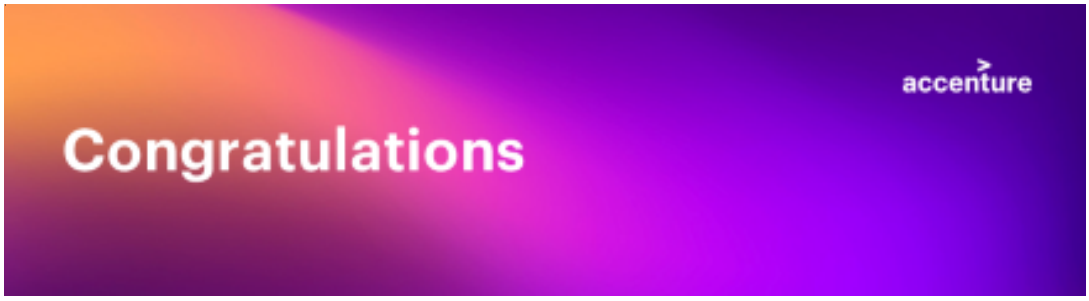
(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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25 July 2024

C09701419
Shama Banu Abdul Kaleem
Old no:0/83 New no:14, Kattabomman Street, Jeeva Nagar

Dear Shama Banu Abdul Kaleem,

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Advanced Technology Centers, India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - **12**
Job Title - **Packaged App Development Associate**
Job Family Group - **Software Engineering**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

• Annexure 1 for the compensation and benefits details.
• Annexure 2 for documentation to be submitted by you.
• Annexure 3 for Remote working condition - Declaration to be submitted by you.
• Annexure 4 for declaration to be submitted by you.
• Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with Accenture is subject to successful completion of the qualifying examination from your college which shall be completed, without any delay or extension, as well as satisfactory

Candidate's Signature:{{Sig_es_:signer1:signature}}

completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Accenture is providing this offer of employment basis preliminary information provided by you at the registration stage and a declaration concerning your agreement with the eligibility criteria. You understand and acknowledge that your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. You shall continue to meet the eligibility criteria up till and on the date of joining Accenture (if applicable) and agree that Accenture has the right to revoke the offer of employment, in case of failure of verification, or if you are not meeting the eligibility criteria or in case of any misrepresentation at your end.

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

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 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

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

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

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

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

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

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.

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/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

Candidate's Signature:{{Sig_es_:signer1:signature}}

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

Important to note:
Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

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. You may be required to submit additional documents which 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 within the specified time shall result in revocation of this Offer/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. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Shama Banu, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact CHAITRA H S at campus.queries@accenture.com should you have anything you would like to discuss further.

Yours sincerely,

C. Lakshmi

Lakshmi C
Managing Director and Lead, Human Resources, Accenture in India

 Candidate's Signature:{{Sig_es_:signer1:signature}}

ACKNOWLEDGED AND AGREED:

Candidate's Signature {{Sig_es_:signer1:signature}}
Shama Banu Abdul Kaleem

_____

Date: {{Dte_es_:signer1:date}}

ANNEXURE 1: COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS	
Total Cash Compensation:	
	Annual(INR)
(A) Annual Fixed Compensation*	**INR 383,000/-**
(B) Variable Bonus earning potential (at maximum 8.5%)	**INR 32,555/-**
Annual Total earning potential (A+B)	**INR 415,555/-**
(C)#Additional Notional Benefits	
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 6,400/-**
Notional Insurance Premium paid by Company	**INR 13,700/-**
Annual Total Earning Potential + Additional Notional Benefits (A+B+C)	**INR 435,655/-**
(D)##Additional Discretionary Reimbursements	
Annual Internet reimbursement	**INR 12,000/-** (capped at **INR 1,000/-** per month)
(E) Optional opportunity to participate in the Employee Share Purchase Plan	
Employee Share Purchase plan – to purchase Accenture plc Class A ordinary shares at 15% discount on the fair market value	**INR 5,700/-** [discount opportunity with an optional investment of 10% of gross pay and no change in share price]

***Total Cash Compensation Elements**

Annual Fixed Compensation**
*Annual Fixed Compensation includes allowances and statutory benefits and will be structured in accordance with the Company's compensation guidelines. It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Your Annual Fixed Compensation will be structured in line with the Company policy. There are various components within in Fixed Compensation (key components - Basic pay, House Rental Allowance, Provident Fund). Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

**Annual Fixed Compensation includes employer's contribution to Provident Fund, as applicable

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. Appropriate employee's contribution to PF will be deducted and submitted to the regulators by the Company 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.

VARIABLE BONUS

You will be eligible to participate in the FY23-24 Individual Performance Bonus (IPB) Programme. Your indicative pay-out can range from **0%** to **8.5%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions of the 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.

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, effective your date of joining, you will be eligible for the following benefits, which will be governed by Company policy:

Insurance Policy	Coverage for	Coverage Amount	Premium paid by
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	**INR 5,00,000/-** per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**	Company
Future Service Liability	Self	Up to **INR 20,00,000/-**	Company
Employee Deposit Linked Insurance (EDLI)	Self	**INR 7,05,000/-** (If you contribute towards Employee Provident Fund)	Company

1. a. Medical Insurance for self, spouse/partner and 4 dependent children up to **INR 5,00,000/-** per annum. This plan allows for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.
b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law up to **INR 20,00,000/-** and siblings up to **INR 10,00,000/-**. You also can avail optional Top-Up Policy for yourself and your dependents (spouse/partner and 4 dependents children) up to **INR 30,00,000/-**. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time
c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
• 10% of such claims for self, spouse /partner and 4 dependent children
• 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan
Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer
2. Personal Accident coverage for self, up to three times your annual fixed compensation.

 Candidate's Signature:{{Sig_es_:signer1:signature}}

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

3. Life Insurance coverage equivalent to **two times** of your annual fixed compensation with minimum cover of **INR 7,50,000/-**
a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

4. #(C) Gratuity amount shown above is an indicative approximation of your annual eligibility, and the final payout of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

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

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

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

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

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

JOINING BONUS

You would receive a discretionary joining bonus of **INR 25,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **first month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **12 months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

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Please note:
• Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

RELOCATION ASSISSTANCE

In case you are relocating from your current location to join Accenture, you would be eligible for relocation assistance. You are entitled to relocation assistance up to the maximum limit of **INR 2,500/-**, to be reimbursed on actuals along with appropriate supporting bills towards the following:
• Travel expenses by air / train for employee, spouse, dependent parents and children from previous work location / place of residence to the joining location, including any conveyance expenses.
• Expenses towards movement of goods and household articles (including insurance) from previous work location / place of residence to the joining location.
• Expenses towards movement of one vehicle including Road Tax / Octroi
• Brokerage charges for new residence at the joining location. Refundable deposits shall not be reimbursed.

You will be provided with transit accommodation for the first 14 days of your stay at your joining location. You will receive further updates reg your relocation assistance, 30 days before your date of joining from the onboarding team.

All the expenses would have to be claimed as a one- time reimbursement. You would require approval from your People Advisor for the reimbursement. All permissible expenses should be claimed through the Time and Expense Reporting application <Expense type - Other Expense - Sub Type-Relocation Expenses (Domestic) - Relocation Type- New Joiner Relocation (NJR) > within 90 days of joining.

In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of one year of employment with the Company, the relocation amount will become payable by you and should be repaid on termination of your employment/separation from the Company. In the event, you fail to repay the relocation amount, and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs.

Any dues payable by you on termination/separation from the Company as aforesaid will be recovered/adjusted from your final settlement to the extent possible and if adjustments/set off are not possible, you will need to pay back to the Company the required amounts (part or full as the case may be) on or before your last working day or within a timeline as demanded by the Company. The same applies to any partial or shortfalls that needs to be recovered from you.

STATUTORY BONUS

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.

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 Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:
Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company.

Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

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

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 2 : REQUIRED DOCUMENTATION

• Two copies of your recent passport size photographs (mandatory to be submitted on day 1)
• PAN card copy (mandatory to be submitted on day 1)
• Document/s containing start date and end date of the last two employers
• Copy of Degree/PG/Diploma (wherever applicable) certificates
• Copy of all semester mark sheets (last semester mandatory)
• Relieving Letters from previous employer
• UAN Number and PF Statement for your last two employments before Accenture
• Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture
• Experience Certificate from 2 previous employers (if relieving letters not submitted)
• Passport copy , if available (if not please apply immediately)
• Certification Completion Document (as mentioned in the eligibility criteria)

Copy of Aadhaar Card- We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labour welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhaar details and seeding Aadhaar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 3: REMOTE WORKING CONDITIONS - DECLARATION

NOTE:

• You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]

• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

• I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time.

• I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property

• I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role

• I agree and undertake to follow the work timings defined by my organization

• I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role

• I understand and confirm that I will be responsible for safety and security of the company assets assigned to me

• I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with the Company, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-à-vis any current/previous employer and any other employment or contractor relationships.
I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into 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 company, including any such documents or materials from my previous employer. To the extent I feel that my employment at company would require me to bring any third party documents or materials to 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 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 company to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

_____
Shama Banu Abdul Kaleem

Date: {{Dte_es_:signer1:date}}

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

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Offer: Computer Consultancy
Ref: TCSL/DT20234790552/Chennai
Date: 12/07/2024

Ms. Shameena Banu S
77Rajagopal Nagar,
No.1 Tolgate,
Tiruchirappalli-621216,
Tamilnadu.
Tel# -

Dear Shameena Banu S,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **Personal Allowance**
You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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

2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**

   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. **Working Hours**
   Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
   TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**
   The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
   Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
   Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
   As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. **Overseas International Assignment Agreement**

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. **Terms and Conditions**

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. **TATA Code of Conduct**

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

13. **Notice Period**

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

TCS Confidential

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
  *There is no criminal offence registered/pending against you
  *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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specific organizational initiatives in force during your tenure in TCS

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

TCS Confidential

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Shameena Banu S**
Designation	**Systems Engineer**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Zoho Corporation Private Limited
Registered Office: Plot 140, 151, Estancia IT Park, Vallancheri,
Chengalpattu District, Tamilnadu, 603 202.
Ph: +91 - 44 - 6744 7070
www.zohocorp.com
DTA UNIT

Date: 12-Jul-2024

To

Mr.SIVANESH S,
NO:164B/2, MULLAI STREET,
KRISHNASAMUTHIRAM, EZHIL NAGAR,
TIRUCHIRAPPALLI-620014, TAMIL NADU.

Dear **Mr.SIVANESH S,**

OFFER OF EMPLOYMENT

We are pleased to offer you employment for the position **SUPPORT DEBUG ENGINEER** with **ZOHO CORPORATION PRIVATE LIMITED.**

REMUNERATION

Your annual Cost to Company will be **Rs.480000/- (RUPEES FOUR LAKH EIGHTY THOUSAND ONLY)**. The break-up of your gross salary and information specific to bonus and gratuity are set out in Annexure A. Salary will be paid by the last day of each month. All additional benefits that Zoho currently provides employees are set out in Annexure B.

DATE OF JOINING

Your date of appointment is effective from your date of joining after successful completion of your curriculum.

PROBATION

You will be on probation, at a minimum, until completion of the performance review cycle that immediately follows completion of six months from your date of joining, provided that your performance is determined to be satisfactory. If your performance is not satisfactory, your probation may be extended until your performance is determined to be satisfactory. Upon completion of the probation period you will be confirmed on the rolls of the company.

SALARY REVISION

Revision to your compensation will be after one year from the date of joining, subject to satisfactory completion of the probation by you. Zoho operates a Pay-for-performance Policy and any salary revision will take your performance into account.

ADHERENCE TO POLICIES

During your employment with the Company you shall adhere to all policies of the Company including IT Services Acceptable Use Policy, Acceptable Encryption Policy, Email Policy, Extranet Policy, Information Sensitivity Policy, Password Policy, Remote Access Policy, Virtual Private Network Policy and such policies as may be decided by the Company from time to time. The Company may amend these policies from time to time and you agree to be bound by such subsequent versions of the policies. The Company will communicate important information about its policies by way of electronic mail notification and/or the Company's intranet. The policies are incorporated into the terms and conditions of employment by this reference.

CONFIDENTIALITY

Information you have access to during the course of your employment are confidential and proprietary information of the Company, its Affiliated Companies and customers. "Affiliated Companies" means Zoho Corporation Private Limited and any entity in which the management of Zoho or the company has substantial interest. You agree not to disclose such information other than on a need-to-know basis. In this regard, you agree to observe in good faith your obligations under the Agreement Regarding Confidential Information and Proprietary Developments, a copy of which is included with this Letter of Offer of Employment for your reference and which will be executed separately by you upon joining the Company. The matters related to your compensation are strictly confidential between you and the Company and should be treated as such.

TRANSFERABILITY

You may be required to work in shifts (including night shifts) at any time, during the term of your employment with the company. You may be asked to work in any department or section of the Company in any capacity by either the management or the head of the department or section, and you agree to work accordingly. You may also be required to work on transfer or deputation in any other concern in which the management has any interest or any of the other branches or regional offices, anywhere in India or abroad, now existing or to be set up in future and you shall be bound to work in such concerns or at such locations.

ASSIGNMENT OF RIGHTS IN WORK

You agree that all works performed and things developed, including inventions, designs, improvements, writings, and discoveries made, during your employment and pertaining to the business conducted by the Company shall remain the exclusive property of the Company. You shall assist the Company in obtaining patents and copyrights on all such inventions, designs, improvements, writings and discoveries deemed suitable for patent and copyright by the Company, and shall execute all documents and perform all necessary actions to obtain the patents and copyrights, for the purpose of vesting the Company with full and exclusive title thereto, and protecting the Company against infringement of the patents and copyright by others.

CONCURRENT EDUCATION

You shall not, during the term of your employment with the Company, pursue any full time or part time courses in any institution/universities in India or any other foreign country, without the express approval by the company.

CONCURRENT EMPLOYMENT OR BUSINESS

You shall not engage yourself directly or indirectly in any other trade, business or occupation without obtaining the management's prior permission in writing. You shall not carry on any activity and/or commit any act prejudicial to the interests of the Company.

NON-COMPETE

You shall not, during the term of your employment with the Company and for a period of 1 (one) year after termination of employment, either directly or indirectly own, invest in, direct, aid or work, in any capacity, including as full/part time employee, consultant or advisor for any Competitor or SI Partner of the Company.

A "Competitor" is a concern engaged in developing Computer Programs similar to the Software products or services developed and marketed by the Company or any of its Affiliated Companies. An "SI Partner" is a concern which the Company or its Affiliated Companies has appointed as a partner for providing services to Customers based on products or technology owned by the Company or Affiliated Companies.

TERMINATION

Termination at will: This employment agreement is terminable at will by either party.

Termination for misconduct: You agree that the Company may terminate this Contract without notice and without payment in lieu of notice in any of the following events:

1. If any declaration/document given or furnished by you to the Company proves to be false; or if you are found to have wilfully suppressed any material information;
2. If you are found guilty of misconduct, disobedience or of conduct that tends to bring disrespect to the company;
3. If you are found to be in breach of any of your obligations under the terms and conditions of employment;
4. If you are found to have disclosed any confidential information of the Company, its Affiliated Companies or customers of the Company and Affiliated Companies;
5. If you have violated the Company's policies;
6. If the result of any reference or background check is unsatisfactory;
7. If you are found to be under the influence/possession of alcohol/drugs inside the office premises;
8. Your access cards are not transferable. If it is found to be mishandled for any proxy attendance;

Termination for any of the reasons stated above may be notified to the person(s) whose reference was submitted by you and the Company will not be liable to give you any prior notice nor pay any compensation in lieu of a notice period.

NON-SOLICITATION

You agree that for a period of six months after termination or expiration of your employment with the Company, regardless of the reason for termination or expiration, you shall not directly or indirectly, solicit for employment, or advise or recommend to any other person that they employ or solicit for employment, any person employed at that time by the Company, or by any Affiliated Company.

AMENDMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

The Company may amend the terms and conditions set forth herein from time to time and you agree to be bound by such amended terms and conditions of employment .

GOVERNING LAW AND JURISDICTION

The terms and conditions of this Letter of Offer of Employment are governed by the laws of India. All disputes arising out of your employment with the Company or involving the terms and conditions of this Agreement will be subject to the exclusive jurisdiction of the courts in Chennai, India.

VALIDITY
This offer of employment is enclosed with some of our important policies. You are requested to download, read, understand and sign the documents on or before **19-Jul-2024**. Your signature indicates your acceptance of the terms and conditions of this employment.

Upon submitting your acceptance, you will be asked to provide a tentative date of joining in the personal details form.However, closer to the actual date of joining you will receive a confirmation e-mail from us.

The matters related to your compensation are strictly confidential between you and the company and should be treated as such.

I am sure you will find this offer very exciting and I, on behalf of Zoho, assure you of a very rewarding career in our organization.

With best wishes,

Yours sincerely,
For ZOHO CORPORATION PRIVATE LIMITED



M.I.Sohail
Associate Director - TA & Global HR Operations

I hereby confirm that I have read, understood and accepted the offer, agreement and the company policies.

Signature:		Date of Offer acceptance:	12 Jul 2024
Name :	Sivanesh S	Place :	Trichy

ANNEXURE A

NAME : SIVANESH S
DESIGNATION : SUPPORT DEBUG ENGINEER

Details	Monthly	Annual
Basic	16000	192000
HRA	8000	96000
Other Allowance & Flexible component	14080	168960
Gross Salary	**38080**	**456960**
Employer Provident Fund (12% of Basic+TA)*	1920	23040
Cost To Company (CTC)	**40000**	**480000**
Prosperity Sharing Plan		80000
Compensation for the first year		**560000**

* You will be covered under the Company's Provident Fund Scheme from the date of joining the organization. Under this scheme, the company will contribute 12% of your basic salary per month as employer contribution and an equal amount will be deducted from your salary as your contribution towards the fund.

OTHER BENEFITS:

PROSPERITY SHARING PLAN

PSP (Prosperity Sharing Plan) is a one time bonus scheme derived based on company's productivity. Every year during April or May, we will decide on extending this scheme to our confirmed employees after reviewing the company's growth and productivity. Upon confirmation, you may qualify for the above mentioned PSP amount subject to scheme existence for that year. Please note, the quantum mentioned above is only an indicative figure and is subject to change based on your performance as determined by your manager.

GRATUITY

Gratuity will be payable as per the Gratuity Act, upon separation from the company, subject to completion of minimum five years of employment with Zoho.

ANNEXURE B

The Company currently provides the following benefits to an employee:.

GIFT CARD AMOUNT

You will be paid an amount of **Rs.6000/- (RUPEES SIX THOUSAND ONLY)** once in a year towards your broadband connection. For the new comers, it is applicable from their date of joining. For the first year the amount will be pro-rated based on the joining date.

TRANSPORTATION FACILITY

For safety and security reasons, the Company provides transportation facilities, including but not limited to shuttle services and cab services. However, Company does not recommend daily long commute to work. This offer is based on the assumption that you will move to a distance within 5-10 km of the office premises.

DEVICES AND GADGETS

Company provides essential devices and gadgets for all its employees strictly for official purpose. However, what is essential (in most cases) is not the latest model device or gadget. We do not view the device or gadget as a status symbol or a fashion accessory but as an essential tool to get work done. Expecting the latest model device or gadget as a status symbol is most likely going to leave you disappointed. So please be prepared.

FOOD AND SNACKS

Company provides food, snack and other refreshment for all its employees.

RECREATIONAL FACILITY

Company provides certain recreational facilities to its employees of which some are offered at a nominal charge.

TEAM TREAT AND TRIP

To improve the team collaboration, the company provides **Rs.2000/- (RUPEES TWO THOUSAND ONLY)** for team treat and **Rs.8000/- (RUPEES EIGHT THOUSAND ONLY)** for team trip to all its eligible employees, every year.

GROUP MEDICLAIM INSURANCE

Company will bear the full premium of covering you under the Group Mediclaim policy for a sum insured of **Rs.500000/- (RUPEES FIVE LAKH ONLY)**. This is a floater policy where five of your dependents will also be covered along with you.

GROUP PERSONAL ACCIDENT INSURANCE

You will be covered under the Personal Accident Insurance Scheme, for a sum insured of **Rs.2000000/- (RUPEES TWENTY LAKH ONLY)**.

GROUP TERM LIFE INSURANCE

As a welfare measure for its employees, the company has subscribed to the Group Term Life Insurance. The insurance coverage is worth of **Rs.2500000/- (RUPEES TWENTY FIVE LAKH ONLY)**.

Please note that the above mentioned Insurance schemes are subject to change based on yearly renewal

Offer: Computer Consultancy
Ref: TCSL/DT20234787970/Chennai
Date: 14/07/2024

Ms. Subraja C
C-72 A16th Street,
Bell Nagar, Nit(Po), Thuvakudi,
Trichy-620015,
Tamilnadu.
Tel# 91-6369742169

Dear Subraja C,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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TCS Careers Se... Email: careers@tcs.com

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card.- You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multi names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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TCS Career [illegible] Email: careers@tcs.com

Withdrawal of Offer

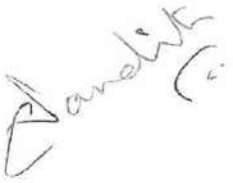
If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited



Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

Annexure 1

GROSS SALARY SHEET

Name	Subraja C
Designation	Assistant System Engineer-Trainee
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**
"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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

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

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TCS Careers Se[illegible] email: careers@tcs.com



4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

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

7. Restriction on Associate's Rights

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

8. No License

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

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TCS Careers Site: [illegible] Email: careers@tcs.com



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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TCS Careers S... Email: careers@tcs.com

Offer: Computer Consultancy
Ref: TCSL/DT20234804320/Chennai
Date: 14/07/2024

Mr. Sudhan Kumar S S
176/2bM.S.Thevar Complex,
Thiruvarur Road,
Thiruthuraipoondi-614713,
Tamil Nadu.
Tel# 91-9842120454

Dear Sudhan Kumar S S,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY

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

BOUQUET OF BENEFITS (BoB)

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

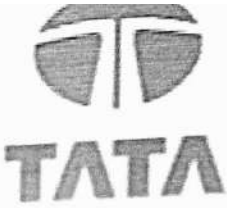
16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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TATA

GROSS SALARY SHEET

Annexure 1

Name	**Sudhan Kumar S S**
Designation	**Assistant System Engineer-Trainee**
Institute Name	**Saranathan College Of Engineering**

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat, India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
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Annexure 3

Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

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4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

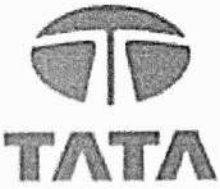
7. **Restriction on Associate's Rights**

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

8. **No License**

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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Offer: Computer Consultancy
Ref: TCSL/DT20234804558/Chennai
Date: 12/07/2024

Ms. Swetha S
87/89Colony Main Road,
Crawford,
Tiruchirapalli-620012,
Tamilnadu.
Tel# 91-7598684834

Dear Swetha S,

Sub: Letter of Offer

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

You have been selected for the position of **Systems Engineer** in Grade **C1**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be INR **7,00,022/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of INR **15,000/-** per month.

BOUQUET OF BENEFITS (BoB)

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

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

1. **House Rent Allowance (HRA)**
   Your HRA will be INR **7,500/-** per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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5. **Personal Allowance**
You will be eligible for a monthly personal allowance of INR **17,272/-** per month. This component is subject to review and may change as per TCSL's compensation policy.

PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹4,300/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹3,100/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE
You will be eligible for a City Allowance of INR **400/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to INR **6,000/-** per insured person per annum and basic hospitalization expenses up to INR **2,00,000/-** per insured person per annum.

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

2. **Higher Hospitalisation**
Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for INR **12,00,000/-** as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave
Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)
You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of INR **250/-** will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

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

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

RETIRALS

Provident Fund
You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

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You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (Form 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Probation Period**

   You will be on probation for three months. If your services are found to be satisfactory

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during the period of probation, your confirmation will be communicated to you in writing. TCSL reserves the right to terminate your employment without any notice or payment in lieu thereof in case your performance, behaviour and/or conduct during the probation period is found unsatisfactory or the Background Check turns out negative.

4. **Working Hours**
Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**
TCSL reserves the right to transfer / utilize your services to any of its offices, work sites, or associated or Affiliated companies in India or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer.The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**
The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your probation or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this offer as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This confidentiality Clause shall survive the termination or earlier determination of your appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

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10. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training. This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better.

11. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

12. TATA Code of Conduct

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

13. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

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14. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

You are required to initiate your background check (BGC) through documentation process after the acceptance of Offer Letter in https://nextstep.tcs.com Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number 18. Submission of documents.

18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the

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documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits,
address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.
In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

19. TCS Initial Learning Program (ILP)

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our

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offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

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

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

23. Data Privacy Clause:

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

(b) It will be processed for various organizational purposes such as Â 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

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specific organizational initiatives in force during your tenure in TCS.

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 3 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn. Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team.

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET

Annexure 1

Name	Swetha S
Designation	Systems Engineer
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	26,522	3,18,264
2) Performance Pay		
Monthly Performance Pay	4,300	51,600
Performance Bonus*	3,100	37,200
3) City Allowance	400	4,800
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
Retention Incentive	NA	70,000
TOTAL GROSS	51,844	7,00,022

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	7,500	90,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Communication Allowance	0	0
Personal Allowance	17,272	2,07,264
GROSS BOUQUET OF BENEFITS	26,522	3,18,264

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park | Talent Development Block | Barabati Building. IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services, Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka -560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Confidentiality and IP Terms and Conditions

Annexure 3

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

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2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

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4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

7. **Restriction on Associate's Rights**

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

8. **No License**

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

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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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CORIZO
Empowering Tomorrow's Leaders

+91 8971527740
radhika@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068.

27th March,2024

PROBATION OFFER LETTER

Dear **UMA. M,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment offer with Corizo Edutech.
We take this opportunity in wishing you the very best in your new employment as well as advising you on the following clauses that govern your employment:

1. **Period of Service:** The minimum period of service is **three (3) months** from the date of enforcement of this offer letter. The **minimum period of service is not negotiable**. **The first ten(10) days including the day of joining will be "On Job Training" which will be unpaid**. Your full- time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

2. **Designation:** You shall be employed as a **Business Development Associate (BDA)**.

Date Of Joining: 03rd April, 2024

3. **Remuneration:** For the duration of your probation period you will be eligible for a compensation of **INR 15,000** which will be fixed and upto **Rs.10,000** will be the variable pay per calendar month.

After your probation period you shall be eligible for a remuneration of **INR 400,000 CTC** per annum of service plus an additional amount of **INR 250,000 CTC** as per company policies in the form of incentives and bonus.

To indicate your acceptance, please mail the signed and **scanned soft copy of the offer letter and the documents** as mentioned below to <radhika@corizo.co.in> within **2 working days** from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of **Corizo Edutech** if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name : UMA.M

Date : 28/03/2024

Signature : M.Uma

Offer: Computer Consultancy
Ref: TCSL/DT20234803394/Chennai
Date: 14/07/2024

Mr. Venkatraman Senthil Kumar
4/164New Bridge Street,
Solanganallur,
Trichy-620102,
Tamil Nadu.
Tel# -

Dear Venkatraman Senthil Kumar,

Sub: Letter of Offer

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** Grade **Y**. You will be assigned a role in any Unit as per business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,877/-** per annum, as per the terms and conditions set out herein.

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

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

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COMPENSATION AND BENEFITS

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

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

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

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

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

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

4. **Communication Allowance**
   You will be eligible for Communication Allowance in the form of Communication / Telecom Card. It can be set up to maximum of Rs.2,000/-per month for tax exemption. It should be used to pay only Voice and Internet Data related expenses in your name.

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PERFORMANCE PAY

Monthly Performance Pay
You will receive a monthly performance pay of **₹1,700/-**. This payout is subject to review basis your own ongoing individual performance.

Performance Bonus
Your Performance Bonus will be **₹600/-** per month.

This payout will be made after the end of each quarter based on multiple factors such as the grade and performance of the individual, one's capability development in line with organizational requirements, project allocation, fluidity demonstrated by the individual per laid guidelines, physical presence in the office as required by the company, performance of the Company and respective Unit, and adherence to organizational policies, guidelines and imperatives as communicated from time to time. The payment is subject to you being active on the company rolls on the date of announcement of Performance Bonus.

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

CITY ALLOWANCE

You will be eligible for a City Allowance of **₹200/-** per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme
TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. **Basic Cover**
   i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

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

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2. **Higher Hospitalisation**

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother,may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

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

Professional Memberships

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

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RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer on the TCS' Declaration Form (From 9) so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

Gratuity

You will be entitled to gratuity as per the provisions of the TCSL Gratuity Scheme or the Payment of Gratuity Act, 1972 as applicable.

TERMS AND CONDITIONS

1. **Aggregate Percentage Requirements**

   Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

   As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

2. **Pre requisites for Joining**

   To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice

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sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.

3. **Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the TCS ILP Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS ILP trainees without any further intimation/separate communication to you.

4. **Working Hours**

Your working hours are governed by applicable law. You may be required to work in shifts and/or in extended working hours depending upon the business exigencies as permitted by law.

5. **Mobility**

TCSL reserves the right to transfer / utilize your services at any of its offices, work sites, or associated or affiliated companies in India, or outside India, currently in existence or which may come into existence in future on the terms and conditions as applicable to you at the time of transfer. The company at its discretion may require you to work remotely depending upon its business requirement and exigencies.

6. **Compensation Structure / Salary components**

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

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7. **Increments and Promotions**
Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. **Alternative Occupation / Employment**
Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. **Confidentiality Agreement**
As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. **Service Agreement**
As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. **Overseas International Assignment Agreement**
If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned in this offer letter.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates.This transfer of knowledge and information is essential for TCSL to continue to serve its clients and

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customers better.If you are deputed internationally for training,you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

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

14. Notice Period

This contract of traineeship in TCS and subsequent employment post successful completion of your traineeship is terminable by you by giving 90 days notice in writing. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily serve the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, TCSL may relieve you any time during the period of notice at its sole discretion in the interest of business.

i. This contract of traineeship and subsequent employment post successful completion of your traineeship may be terminated by TCSL by giving you 90 days notice or payment in lieu thereof.

ii. Your failure to comply with this clause will entail monetary payment of damages to TCS as may be determined by TCS at its sole discretion having regard to the responsibilities shouldered by you while being in the employment of TCS and business continuity.

15. Retirement

You will retire from the services of TCSL on the last day of the month in which you complete 60 years of age, as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

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18. **Background Check**

You are required to initiate your background check (BGC) through documentation portal after the acceptance of Offer Letter in https://nextstep.tcs.com. Your background check initiation is complete only when you initiate your BGC online at https://nextstep.tcs.com and submit all the relevant documents for background check online.

An agency appointed by TCS will check the credentials specified by you in the employment application Form. BGC verification that remain pending beyond 120 calendar days from your date of initiating the BGC online as stated above or from the date of your joining TCS, as the case may be, for failure on your part or on the part of your academic institution/s or your previous employer/s to furnish and/or validate the requisite information that conclusively helps to corroborate the information provided by you in the employment application Form, will lead to concluding the BGC verification process as 'Negative'. Further any kind of suppression of information and facts pertaining to any of your previous employment/s irrespective of the period of such previous employment, will also lead to concluding the BGC verification process as 'Negative'.

Verification of your last employment (if applicable) prior to joining TCS is initiated only post your release from your previous employment. You may be onboarded to TCS during the period your BGC is in process, however continuity of your employment in TCS will be subject to a positive clearance of your background check with your immediate previous employer. For more details on BGC documents submission, please refer to Offer Letter point number **19**. Submission of documents.

19. **Submission of Documents**

Please note that you should initiate and complete the upload of mandatory documents on the NextStep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required

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- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
*There is no criminal offence registered/pending against you
*There is no disciplinary case pending against you in the university

- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)
*Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
*Passport
*NSR E-Card

20. TCS ILP Program

On joining TCSL, you will be given the benefit of formal training (TCS ILP Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training.The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

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21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

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

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

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

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

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

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

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

Girish V. Nandimath
Global Head, Talent Acquisition & Academic Interface

Click here or use a QR code scanner from your mobile to validate the offer letter

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

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GROSS SALARY SHEET

Annexure 1

Name	Venkatraman Senthil Kumar
Designation	Assistant System Engineer-Trainee
Institute Name	Saranathan College Of Engineering

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,784	1,77,408
Bouquet Of Benefits #	7,646	91,752
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,774	21,289
Gratuity	711	8,533
Total of Annual Components & Retirals	2,485	37,722
TOTAL GROSS	27,415	3,36,877

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs.7,900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	5,914	70,968
Leave Travel Assistance	1,232	14,784
Food Card	500	6,000
Communication Allowance	0	0
GROSS BOUQUET OF BENEFITS	7,646	91,752

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Annexure 2

AHMEDABAD TCS XP HR Lead Tata Consultancy Services Garima Park, IT/ITES, Plot #41 Gandhinagar-382007, Gujarat. India	**BHUBANESWAR** TCS XP HR Lead Tata Consultancy Services, Kalinga Park	Talent Development Block - Barabati Building, IT/ITES, Special Economic Zone, Plot No 35, Chandaka Industrial Estate, Patia, Bhubaneswar- 751024.
BANGALORE TCS XP HR Lead Tata Consultancy Services Gopalan Global Axis Block-H, Rd Number 9, Whitefield, KIADB Export Promotion Industrial Area, Opposite Sathya Sai Hospital, Bangalore Karnataka 560066	**CHENNAI** XP HR Lead Tata Consultancy Services, Siruseri SEZ Unit, Plot No.1/G1, SIPCOT I.T. Park, Siruseri, Navalur Post, Kancheepuram District, Chennai - 603 103, Tamil Nadu India
DELHI XP HR Lead Tata Consultancy Services, TCS Lucerna Tower, Plot A2B, Sector 125, Noida, Uttar Pradesh, Pin- 201303.India	**HYDERABAD** XP HR Lead Tata Consultancy Services, Synergy Park Non-SEZ(CMC), Old Mumbai Highway, Gachibowli, Hyderabad - 500019, India
INDORE TCS XP HR Lead Tata Consultancy Services IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore -452018, Madhya Pradesh.	**KOLKATA** TCS XP HR Lead Tata Consultancy Services, TCS Delta Park Wanderers, Plot C, Street Number 30, Salt Lake Electronics Complex, Sector V, Block EP & GP, Kolkata, West Bengal 700091.
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS Centre, Infopark Road, Infopark Campus, Infopark kakkanad, Kerala- 682042, India	**MUMBAI** TCS XP HR Lead Tata Consultancy Services, Olympus - A, Opp Rodas Enclaves, Hiranandani Estate, Patlipada, Thane (W), Mumbai 400607, Maharashtra, India
MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West Thane, Maharashtra 400606, India.	**NAGPUR** TCS XP HR Lead Tata Consultancy Services, Mihan-SEZ, Nagpur, Telhara, Maharashtra - 441108, India
PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 &3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune -411057, Maharashtra	**TRIVANDRUM** TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark campus, Kariyavottam P.O. Trivandrum-695581, India

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Annexure 3

Confidentiality and IP Terms and Conditions

1. **Confidential Information**

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the 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.

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2. **Associate's Obligations**

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

3. **Intellectual Property Rights**

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

TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited
415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai 600 119 Tamil Nadu India
Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

4. **Prior knowledge**

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

5. **Use of third party material**

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. **Security policies and Guidelines.**

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

7. **Restriction on Associate's Rights**

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

8. **No License**

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

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Tel: 91 44 6616 2222 Fax: 91 44 6616 2555 Website: www.tcs.com
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TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

9. **Equitable Rights**

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. **General**

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

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

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MECH

Date: 26.03.2024

M/s. **Saranathan College of Engineering**
Venkateswara Nagar,
Trichy-Madurai Highway,
Panjappur, Tamil Nadu – 620 012.

Attn : **Mr. S.M. Giri Rajkumar – Head Training & Placement**

Re: Mechanical Dept. Students / Campus Interview held on 15.03.2024 / Selection List

Greetings from ***Lakshmi Aircons MEP!***

We hereby thank the Management of M/s. **Saranathan College of Engineering** for having organized the Campus Interview for the Mechanical Dept. Students on 15.03.2024 to enable our organization to conduct the Interview smoothly.

During our interaction with all the students who had participated in this Interview, we are glad to mention that we have selected the following Students for the Designated Posts based on their Technical knowledge and interest in the respective Depts.,

List of Candidates selected from Mechanical Dept., for Recruitment for respective Depts.,

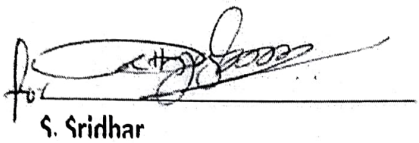
Sl.No.	Name	Mobile Number	Departments
1	Srinivasan M	8838415358	Projects / Billing admin
2	Shiyam V	8531818992	Estimation Preparation & Design
3	Ranjith Balaji S	9789578263	Field Projects
4	Rufus J	9677588551	VRF - Sales
5	Bala U	6385475582	Project Documentation
6	Seshaan Alliesteri	6383129232	VRF Projects
7	Srisoorya .S	9345727978	VRF Projects
8	Antony Rozario	9361023193	Estimation Preparation
9	Mohamed Khutbuddin S	8056416986	VRF - Sales
10	Yogeshwaran S	8903469906	VRF Design
11	Sri Krishna Prasanth K	6369405525	VRF Design
12	R. Hariharan	7904584598	VRF - Sales

We shall send our formal **Offer Letter** to the above Candidates separately through the College which may kindly be handed over to the respective students and obtain their acknowledgement.

Kindly advise the selected students that they should join our organization on **May 11th Saturday**. All the students may append their signature in the acknowledgement sheet attached herewith.

We once again thank you sir and your entire team for all the necessary arrangements as well as your kind hospitality extended during our visit.

Best Regards,





S. Sridhar
Founder & Managing Director
Mob.: 9884728719
Email: seth@lakshmiairconsmep.com

Date: 03.04.2024

Dear Mr.Mohamed Khutbuddin S

Mob: 8056416986

Email: md.khutub07@gmail.com

Re: **Offer Letter for the post of HVAC – Trainee Engineer VRF Sales.**

Greetings from *Lakshmi Aircons MEP!*

Further to the Campus Interview held at **Saranathan College of Engineering** on 15.03.2024, we are glad to inform that you have been selected by our organization for the post of **HVAC - Trainee Engineer VRF Sales.**

You are advised report to *Lakshmi Aircons MEP* Head office, Chennai at the following Address on **May 11th, 2024** to complete all the HR formalities and to join duty with immediate effect.

Lakshmi Aircons MEP India Pvt. Ltd.,
New No. 72 / Old No. 38,
Teachers Colony, Adyar,
Chennai – 600 020.
(Near Indira Nagar)

You will be reporting to Mr.N.Srignaesh – Asst.General Manager Sales.

You are entitled to a **CTC of Rs. 19,226.-** (Rupees Nineteen Thousand Two Hundred and Twenty Six only) per month payable as per **Annexure – A** and should comply with Terms & Conditions of Appointment.

At the time of joining, please submit a signed copy of your Mark Sheet, PAN Card, Aadhaar Card as well as Passport Size Photographs (4 Nos.) and also bring the originals for verifications.

Please append your signature below as an acknowledgement towards accepting this offer Letter and also confirm your date of Joining.

We shall look forward to a mutually rewarding professional relationship with you.

Best Regards,

For *Lakshmi Aircons MEP* **India Pvt Ltd**

Authorized Signatory

Accepted

S.Mohamed Khutbuddin

Lakshmi Aircons MEP™

Date: 03.04.2024

Dear Mr.Seshaan Alliester I

Mob: 6383129232

Email: seshaanalliester02@gmail.com

Re: **Offer Letter for the post of HVAC – Trainee Engineer VRF Project.**

Greetings from ***Lakshmi Aircons MEP!***

Further to the Campus Interview held at **Saranathan College of Engineering** on 15.03.2024, we are glad to inform that you have been selected by our organization for the post of **HVAC - Trainee Engineer VRF Project.**

You are advised report to ***Lakshmi Aircons MEP*** Head office, Chennai at the following Address on **May 11th, 2024** to complete all the HR formalities and to join duty with immediate effect.

Lakshmi Aircons MEP India Pvt. Ltd.,
New No. 72 / Old No. 38,
Teachers Colony, Adyar,
Chennai – 600 020.
(Near Indira Nagar)

You will be reporting to **Mr.N.Srignaesh – Asst.General Manager Sales.**

You are entitled to a **CTC of Rs. 19,226.-** (Rupees Nineteen Thousand Two Hundred and Twenty Six only) per month payable as per **Annexure – A** and should comply with Terms & Conditions of Appointment.

At the time of joining, please submit a signed copy of your Mark Sheet, PAN Card, Aadhaar Card as well as Passport Size Photographs (4 Nos.) and also bring the originals for verifications.

Please append your signature below as an acknowledgement towards accepting this offer Letter and also confirm your date of Joining.

We shall look forward to a mutually rewarding professional relationship with you.

Best Regards,

For ***Lakshmi Aircons MEP*** India Pvt Ltd

Authorized Signatory

Accepted

I.Seshaan Alliester

▲Lakshmi Aircons MEP™

Date: 04.04.2024

Dear Mr. Srinivasan M.

Mob: 8838415358

Email: srivisrinivasan@gmail.com

Re: **Offer Letter for the post of HVAC – Trainee Projects/Billing Admin.**

Greetings from ***Lakshmi Aircons MEP!***

Further to the Campus Interview held at **Saranathan College of Engineering** on 15.03.2024, we are glad to inform that you have been selected by our organization for the post of **HVAC - Trainee/ Projects /Billing Admin.**

You are advised report to ***Lakshmi Aircons MEP*** Head office, Chennai at the following Address on **May 11th, 2024** to complete all the HR formalities and to join duty with immediate effect.

Lakshmi Aircons MEP India Pvt. Ltd.,
New No. 72 / Old No. 38,
Teachers Colony, Adyar,
Chennai – 600 020.
(Near Indira Nagar)

You will be reporting to **Mr.N.Gurumoorthi – Dy.Manager Projects.**

You are entitled to a **CTC of Rs. 19,226.-** (Rupees Nineteen Thousand Two Hundred and Twenty Six only) per month payable as per **Annexure – A** and should comply with Terms & Conditions of Appointment.

At the time of joining, please submit a signed copy of your Mark Sheet, PAN Card, Aadhaar Card as well as Passport Size Photographs (4 Nos.) and also bring the originals for verifications.

Please append your signature below as an acknowledgement towards accepting this offer Letter and also confirm your date of Joining.

We shall look forward to a mutually rewarding professional relationship with you.

Best Regards,

For ***Lakshmi Aircons MEP*** India Pvt Ltd

Authorized Signatory

Accepted

M.Srinivasan

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Kinaxis India Private Limited
(Formerly known as Prana Consulting Services Private Limited)

KNOW SOONER. ACT FASTER.

Registered Office: Tower B, 15th Floor, Unit No 1501 to 1504,
World Trade Center, 5/142, Rajiv Gandhi Salai,
Old Mahabalipuram Road, Perungudi, Chennai 600096, Tamil Nadu
Email: Recruiting@kinaxis.com | Website: www.kinaxis.com
CIN: U72900TN2011PTC082954 | GSTIN: 33AAGCP2857D2ZK

October 4, 2023

Personal & Confidential – By PDF Email

Hari Balaji. R
20/12, CKVI Apartments, Sivaram Nagar,
TV Kovil, Trichy Chennai- 620005.

Sub: Offer of Internship ("Internship Offer")

Dear Hari:

It is our pleasure to extend to you an offer of internship with Kinaxis India Private Limited ("**Company**") on the terms and conditions set out below in the position of **Intern - Associate Consultant.** Once you return the signed Internship Offer, this offer will become an agreement that is binding on both you and the Company. Please note that this internship is for your benefit and training and nothing in this Internship Offer will be deemed to be an offer, or a guarantee, of employment with the Company. However, if your performance is satisfactory, the company may consider your candidature for offer of employment.

Your Start Date, Responsibilities and Work Schedule

Your internship will start on **January 3, 2024** or such other date as otherwise notified to you in writing ("**Start Date**"). The duration of your internship shall be for a period of **6 Months** ("**Term**"). As an intern you will report initially to Manivannan Aminjikarai Vedagiri, and it may change time to time, to accommodate the changing needs of the Company. The Company reserves the right to extend the Term of your internship at their discretion.

You are expected to work from our Chennai, Tamil Nadu office. But based on company and business imperatives, you may ask to report to any company location anywhere in India or abroad.

As an intern, you are required to work from **9:00 am - 05:00 pm, Monday to Friday**. If you need information about accepting this Internship Offer, please contact Usha Nandhini. The Company reserves the right to adjust your work schedule from time to time, to accommodate the changing needs of the Company, subject to applicable laws. However, you shall not be entitled to any additional remuneration for hours worked in excess of the aforementioned working hours

You are expected to devote your time and attention during your working hours to the interests of the Company, and to perform the duties and responsibilities customarily associated with your position faithfully.

The Company will expect from you the highest level of trust, integrity, fidelity and confidence in your relationships with the Company, its employees, and other persons with whom you deal on the Company's behalf.

Compensation

Your stipend will be **INR 20,000.00** (per month/consolidated amount[1]), subject to deduction of tax and other statutory deductions at source. In the event that you have sources of income or expense outside of your internship with the Company, you will be responsible for ensuring adherence to the tax laws on those matters as well.

Additionally, as an add on benefit, you are eligible for INR 1500/- per month as taxable internet and office supply allowance during your internship period.

Leave and Holidays

You will be entitled to leave benefits during the course of your internship as per the Company's leave policy. All the leaves availed must be preapproved by the management of the Company. You will be entitled to all statutory (public) holidays/holiday pay, in Tamil Nadu, India, in accordance with applicable legislation.

Our Company Rules and Policies; Your Confidentiality and Ownership of Inventions

You are required to conform and comply with the directions and policies of the Company, including any disciplinary conditions contained in such policies, Code of Business Conduct, any amendments made from time to time in this regard.

We understand the importance of protecting our confidential and proprietary information, we expect and direct you to hold every information made available to you during your Term in the Company in strict confidence and not to share or disclose the same to any third party. This obligation would survive the cessation of this Internship Offer.

Termination

The Company may terminate your internship, by giving a notice of 2 Weeks effective immediately from the date of such notification. In the event, you wish to discontinue your internship with cause as the Company may deem fit, you shall be required to give a notice of 2 Weeks to the Company effective immediately from the date of such notification.

Notwithstanding anything mentioned in this Internship Offer, the Company may terminate your internship with immediate effect by a notice and without stipend, in the event of any misconduct on your part, including but not limited to fraudulent, dishonest, indiscipline, embezzlement, misappropriation or misuse/destruction of any Company's asset, insubordination, conviction for any offence involving moral turpitude or breach of any terms of the Internship Offer, Company Policies or any instructions of the Company.

General Terms

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This Internship Offer shall be governed by the laws of India. The courts at Chennai shall have the exclusive jurisdiction over all disputes or claims between the Intern and the Company under this Agreement.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, only such segment of the provision shall be disregarded, and the other provisions remain in effect and are valid and enforceable to the fullest extent permitted by law.
This Internship Offer supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written. All promises, warranties, representations (negligent or otherwise), collateral agreements and understandings, express or implied, not expressly incorporated in this Internship Offer are hereby superseded and cancelled by this Internship Offer.

The Company may collect and process certain personal information in relation to your internship with the Company. You hereby understand, agree and consent to the collection, use, storage and processing of your personal information, including Sensitive Information. You also agree and consent to the transfer of your personal information and Sensitive Information to the Company's affiliates, parents, and third-party service providers, for administrative purposes as well as background verification. For the purposes of this Internship Offer, the term 'Sensitive Information' shall mean and include such personal information that relates to the employee's password, physical, physiological and mental health condition, sexual orientation, medical records, financial information and biometric information. You hereby consent to the processing of your Personal Data in the manner described above, whether by the Company or any service provider on behalf of the Company.

Date 20 Feb 2024

Service First

LASER EXPERTS INDIA LLP

Telephone : +91 4344 260125
Web : www.laserxprts.com
GSTIN: 33AAGFL9943F1Z6

To

Saranathan College of Engineering,

Trichy-12

REG: - INTERNSHIP LETTER

LEI is happy to inform the below candidates are selected for Internship in our facility from Campus Interview held on Feb12, 2024 at your college.

Mentioned candidates are recruited for Internship with benefits of Stipend Rs.8,000 and additional Food Allowances of Rs.2000 to Rs.3000 will be provided accordingly. Accommodation will be provided by LEI if not we shall provide Rs.2000 as allowances.

Internship Training begins from March4, 2024 to May6, 2024. Designation of candidates are

GET- "Gradated Engineer – Trainee"

Candidates are: -

1. Mohammed Masoor - Mechanical - 236032
2. Shanmugha pandian - Mechanical - 236053
3. Sudharssan T - ECE - 232091
4. Barani Daran R - ICE - 235002
5. Prithiv raj A - ICE - 235012
6. Riyaz ahamed mustaffa - Mechanical - 2360447. Viswash S - ECE - 232106
8. Vishva maharaja P - ECE- 232104
9. Aravindh D - ECE - 232007
10. Santhosh R - ICE -235015
11. Saravanakumar K.P - ICE - 235016

Hoping to see all Engineers to join us on March4,2024.

For, LASER EXPERTS INDIA LLP

SURYA

MANAGER

LASER EXPERTS INDIA LLP HOSUR 635126

MAESTRO

MAESTRO STEEL DETAILING PVT. LTD.,

Mr. V. ADHITHYA
No : 63-B, Kallar Street,
Kallukuzhi, Trichy – 20.

22.01.2024

Dear V. ADHITHYA,

With reference to our discussions held on **03.01.2024**, we are pleased to inform you that you have been selected for the Training in Maestro Steel Detailing Pvt. Ltd., at No: 5/44, 1st floor, Valluvar Salai, Ramapuram, Chennai-600089 for a period of Six to Nine Months as **"TRAINEE'** and the Training will be effective from **22nd January 2024**, based on the following terms and conditions:

1. You will be entitled to a stipend of **Rs. 10,000** per month.

2. Your performance will be reviewed from time to time during the training period. In case, your performance is not found in accordance with the standards then your training period maybe extended to a maximum of three month or terminated. If you successfully complete the training, you will be employed as **Jr. Detailer** in Maestro Steel Detailing Pvt. Ltd. In case you want to leave in the course of training period then you will have to return the stipend amount received till date.

3. You will have to work six days a week and will be eligible for local public holidays as per the Government Holiday Policy.

4. You are expected to follow proper dress code:
Monday – Friday: Formal regular pant & Formal Shirt tuck in and ironed with formal shoes
Saturday: Business casual Jeans & polo T-shirt permitted with casual shoes/Sandals.
Wearing office ID card is must.

5. You will act and behave in a manner which is positive to the interests of the organization and not act in a manner prejudicial to its interests. We require you to share its high standards of conduct and ethics and you will comply with the Rules & Regulations of MSD. You will not divulge orally or in writing or in any way the technical know-how regarding organization and administrative matters or any other information that comes to your knowledge during the period of your training. At the end of the training period you will return all documents, drawings, assets and software which belong to the organization.

6. MSD reserves the right to terminate your services at any time without assigning any reason whatsoever in the event of unprofessional conduct or breach of the clauses in our agreement. MSD at its sole discretion may choose to relieve you any time during the course of notice period.

7. The Company may, in its absolute discretion, sue you by law and terminate the Employee's employment, for any reason without notice or cause when the employee committing breach of this agreement or any misconduct found by the company.

8. That in the event of his/her committing breach of any of the terms of this agreement, This Employee shall compensate the Company by paying to the Company the following amounts. i. Professional and Technical Training during the employment period and Liquidated damages of Rs 1,00,000 (Rupees One Lakh only) which represents a genuine estimated of damages that would reasonably be caused to the business of the Company on account of the said breach of agreement. Any other expenses relating to loss of man and machine hours which otherwise would have fetched a reasonable amount of profits to the business of the Company. Further the Employer is free to sue against its Employee for breach of this contract particularly in the first three years of service from the date of joining as agreed by the employee.

9. That in the event of the Employee leaving, abandoning or resigning from the services of the Company during the mandatory period of service as provided herein and in the appointment letter or if the services of the Employee are terminated by the Company for breach of any of the terms and conditions of the service or for any other reason, the Employee shall not directly or indirectly engage in or carry on or be a part of other construction companies and the Employee shall not serve in any capacity whatsoever or be associated with any person, firm or company carrying on similar business as that of the company either in India or abroad, for a period of three years after relieving.

No. 73 & 74, 1st Floor, K.P. Nagar, Kamarajar Salai, Ramapuram, Chennai – 600 089. Tamilnadu, India.
Phone : 044 – 4201 4794 E-mail : admin@maestrosteeldetailing.com

10. If any employee breaks the bond, he/she will not be receiving relieving/service letter. Original Certificates which are submitted in MSD will be handed over only after 3 months from the last working day.

11. Resignation - 3 months' notice period is compulsory, if not he/she should pay 3 months of salary (CTC). During Notice period Casual leaves will not be applicable, all leaves taken will be considered as LOP.

12. Fill the Exit formalities and along with your ID card and any property which belongs to the company (Documents, Laptop etc) on the last working day and submit in HR/Admin Department.

13. Appraisal falls in the months of January, April and July every year. For employees whose appraisal falls on other months may be provided either before or after the hold period based on their work performance.

14. Below will be the Appraisal Slab/ Salary growth of each year.

Years of Experience	Below Average	Average	Good	Excellent
1st Month - 1st Year End	3000	3500	4000	4500
1st Year End - 2nd Year End	3000	4000	4500	5000
2nd Year End - 3rd Year End	3500	4500	5000	6000
3rd Year End - 4th Year End	3500	5000	6000	6500
4th Year End - 5th Year End	4000	5500	6500	7000
5th Year End and above	4000	5500	6500	7500

15. Your remuneration package is confidential and should not be shared with anyone, if found serious action will be taken.

16. Employees resigned the job within 6 months after getting increment, then the salary will be revised to the old salary and same will be reflected in the relieving letter.

17. The employee who invites their fellow employee(s) during working hours for unnecessary activities will not be encouraged.

18. Any impact on schedule or losing the client because of your non availability during the business hours will lead to suspension without any prior intimation, if this repeats then immediate termination will be done.

19. Higher studies whilst working with the team is only possible after completion of 3 years with MSD excluding training period.

Let us join together, strive with unity to excel in all our works to achieve a sustainable growth in our life because we know great achievements are only born from fertile ideas that nourish our actions more than anything else and make our existence meaningful.

Good thoughts… Good actions… give us Good Life. We believe in this.

So, Welcome to MSD!!

With warm wishes,

For Maestro Steel Detailing Pvt Ltd.,

J. Jaisha
Human Resources Manager

Acceptance

V. Adhithya
Trainee

MAESTRO

MAESTRO STEEL DETAILING PVT. LTD

Mr. S. MOHAN BHARU
No: 10/2, Post Office Street,
Kajamalai, Trichy - 23.

22.01.2024

Dear S. MOHAN BHARU,

With reference to our discussions held on **03.01.2024**, we are pleased to inform you that you have been selected for the Training in Maestro Steel Detailing Pvt. Ltd., at No; 5/44, 1st floor, Vallavar Salai, Ramapuram, Chennai-600089 for a period of Six to Nine Months as **"TRAINEE"** and the Training will be effective from **22nd January 2024**, based on the following terms and conditions:

1. You will be entitled to a stipend of **Rs. 10,000** per month.

2. Your performance will be reviewed from time to time during the training period. In case, your performance is not found in accordance with the standards then your training period maybe extended to a maximum of three month or terminated. If you successfully complete the training, you will be employed as ***Jr. Detailer*** in Maestro Steel Detailing Pvt. Ltd. In case you want to leave in the course of training period then you will have to return the stipend amount received till date.

3. You will have to work six days a week and will be eligible for local public holidays as per the Government Holiday Policy.

4. You are expected to follow proper dress code.
Monday – Friday: Formal regular pant & Formal Shirt tuck in and insert with formal shoes
Saturday: Business casual Jeans & polo T-shirt permitted with casual shoes/Sandals.
Wearing office ID card is must.

5. You will act and behave in a manner which is positive to the interests of the organization and not act in a manner prejudicial to its interests. We require you to share its high standards of conduct and ethics and you will comply with the Rules & Regulations of MSD. You will not divulge orally or in writing or in any way the technical know-how regarding organization and administrative matters or any other information that comes to your knowledge during the period of your training. At the end of the training period you will return all documents, drawings, assets and software which belong to the organization.

6. MSD reserves the right to terminate your services at any time without assigning any reason whatsoever in the event of unprofessional conduct or breach of the clauses in our agreement. MSD at its sole discretion may choose to relieve you any time during the course of notice period.

7. The Company may, in its absolute discretion, sue you by law and terminate the Employee's employment, for any reason without notice or cause when the employee committing breach of this agreement or any misconduct found by the company.

8. That in the event of his/her committing breach of any of the terms of this agreement, This Employee shall compensate the Company by paying to the Company the following amounts. i. Professional and Technical Training during the employment period and Liquidated damages of Rs 1,00,000 (Rupees One Lakh only) which represents a genuine estimated of damages that would reasonably be caused to the business of the Company on account of the said breach of agreement. Any other expenses relating to loss of man and machine hours which otherwise would have fetched a reasonable amount of profits to the business of the Company. Further the Employer is free to sue against its Employee for breach of this contract particularly in the first three years of service from the date of joining as agreed by the employee.

9. That in the event of the Employee leaving, abandoning or resigning from the services of the Company during the mandatory period of service as provided herein and in the appointment letter or if the services of the Employee are terminated by the Company for breach of any of the terms and conditions of the service or for any other reason, the Employee shall not directly or indirectly engage in or carry on or be a part of other construction companies and the Employee shall not serve in any capacity whatsoever or be associated with any person, firm or company carrying on similar business as that of the company either in India or abroad, for a period of three years after relieving.

10 If any employee breaks the bond, he/she will not be receiving relieving/service letter. Original Certificates which are submitted in MSD will be handed over only after 3 months from the last working day.

11 Resignation - 3 months' notice period is compulsory, If not he/she should pay 3 months of salary (CTC) During Notice period Casual leaves will not be applicable, all leaves taken will be considered as LOP.

12 Fill the Exit formalities and along with your ID card and any property which belongs to the company (Documents, Laptop etc) on the last working day and submit in HR/Admin Department.

13 Appraisal falls in the months of January, April and July every year. For employees whose appraisal falls on other months may be provided either before or after the hold period based on their work performance

14 Below will be the Appraisal Slab/ Salary growth of each year.

Years of Experience	Below Average	Average	Good	Excellent
1st Month - 1st Year End	3000	3500	4000	4500
1st Year End - 2nd Year End	3000	4000	4500	5000
2nd Year End - 3rd Year End	3500	4500	5000	6000
3rd Year End - 4th Year End	3500	5000	6000	6500
4th Year End - 5th Year End	4000	5500	6500	7000
5th Year End and above	4000	5500	6500	7500

15. Your remuneration package is confidential and should not be shared with anyone, if found serious action will be taken.

16. Employees resigned the job within 6 months after getting increment, then the salary will be revised to the old salary and same will be reflected in the relieving letter.

17. The employee who invites their fellow employee(s) during working hours for unnecessary activities will not be encouraged.

18. Any impact on schedule or losing the client because of your non availability during the business hours will lead to suspension without any prior intimation, if this repeats then immediate termination will be done.

19. Higher studies whilst working with the team is only possible after completion of 3 years with MSD excluding training period.

Let us join together, strive with unity to excel in all our works to achieve a sustainable growth in our life because we know great achievements are only born from fertile ideas that nourish our actions more than anything else and make our existence meaningful.

Good thoughts... Good actions... give us Good Life. We believe in this.

So, Welcome to MSD!!

With warm wishes,

For Maestro Steel Detailing Pvt Ltd.,

J. Jaisha
Human Resources Manager

Acceptance

S. Mohan Bhabu
Trainee

Rane Engine Valve Limited

Head Office:
ESPEE IT Park, 2nd Floor,
Plot No.5 (NP), Thiru. Vi. Ka. Indl. Estate,
Jawaharlal Nehru Road, Ekkatuthangal,
Guindy, Chennai - 600 032, India.
Tel : +91 44 42971800
CIN : L74999TN1972PLC006127
www.ranegroup.com

15/4/2024
Kishore
BE(Mechanical)
Saranathan College for Engineering,
Trichy

Dear Kishore,

Sub: Permission for Internship at Rane – Reg.

1.0 This is further to our discussions. We are pleased to provide opportunity to pursue your internship in **Rane Engine Valve Limited – Plant 5, SurveyNo.109-111, Seniapatti, Kasavanur Village, Iluppur Taluk, Viralimalai-621 316, Pudukottai Dist.**

2.0 Your internship will be for a period of two months and will commence **15/4/2024** and conclude on **30/06/24** at the following address:

Rane Engine Valve Limited – Plant 5, SurveyNo.109-111, Seniapatti, Kasavanur Village, Iluppur Taluk, Viralimalai-621 316, Pudukottai Dist.

3.0 During the period of internship, you will be paid a stipend of Rs. 15,000/- (Rupees Fifteen Thousnad Only) per month.

4.0 You will not be eligible for any other payments or benefits other than those mentioned above.

5.0 Canteen facility will be extended to you as per the exiting practice for management staff.

6.0 At the end of your internship, there would be no obligation on employment with Rane.

7.0 You will not at any time without the consent in writing of the company except under legal process, divulge or disclose any matters relating to the company's transactions or dealings.

1/ 6

8.0 You will be true and faithful to the company in all your accounts, dealings and transactions relating to the business of the company and shall at all times when required render a true and just account thereof to the company or such persons as shall be authorized to receive the same.

9.0 All confidential information by way of – proprietary information, technical data, trade secrets know-how, including, but not limited to, research, product plans, products services, markets, inventions, processes, formulas, technologies, designs, drawings, engineering, hardware, software or other business information - disclosed to you by the company either directly or indirectly in writing, orally or by drawings or observation of parts or equipment's or by computer files and databases shall at all times be held by you in strictest confidence and used by you, during your internship with us.

10.0 You shall not disclose the confidential information as listed above to any person, firm or corporation you may be associated with during and / or after your internship with us, except with the written authorization of the Head of the Department of the department/function of the Rane group company, where you are undergoing internship.

11.0 If the internship involves part of the training at the Rane group company site and the balance at the college or institution where you are pursuing the course of study, the above conditions are applicable at all such locations.

12.0 The company considers that irreparable harm, not capable of compensation in money terms, would be caused to the company in case you were to fail to maintain confidentiality or otherwise fail to abide by the terms of Confidentiality and Intellectual Property given in Annexure I attached to this Letter.

13.0 In such cases, notwithstanding anything contained in this letter, the company shall be entitled to injunctive relief both temporary and permanent, restraining you from either committing or continuing to commit the acts hereinbefore stated.

14.0 You will be responsible for the safekeeping and return, in good condition and order of all the company's property, which may be in your use.

15.0 Please note that all the conditions of this Letter are subject to the prevailing laws of the country as existing now and as may be changed from time to time. Should any such law existing or as may be legislated in future have a bearing on the content of this letter, then the company reserves the right to make such changes as may be required.

16.0 The letter is in duplicate. Please sign and return the duplicate copy for our records in acceptance of the conditions detailed herein.

17.0 We wish you all the very best.

Yours sincerely

For **Rane Engine Valve Limited**

Jaswanth SN
Deputy General Manager – Human Resources

Acceptance Statement:

I have gone through the content covered in pages 1, 2 & 3 of this letter and the Annexure to the same. These are acceptable to me. I sign the duplicate copy of this letter as confirmation of my acceptance of the aforesaid conditions.

Date: 15-04-2024

Signature:

RENAULT NISSAN
TECHNOLOGY &
BUSINESS CENTRE INDIA

RENAULT NISSAN TECH
DRIVING THE FUTURE OF MOBILITY
15 YEARS

Chengalpattu, April 25, 2024

Ref : HR/20983/April' 24

Letter of Intent

Dear Mr **Nikil Sankar Sundara Subramanian**

Contact No : **9994484975**

Congratulations!

We are pleased to offer you the position of **Trainee (Graduate Engineer)** with Renault Nissan Technology & Business Centre India Pvt. Ltd.

Your location for reporting is Chennai (Mahindra World City), India and the scheduled date of joining shall be informed. The eligibility criteria prescribed for the above position is a pass in the **7th & 8th** semester of your **graduation** and overall grade /percentage of minimum 70% in academics and you providing us the consolidated mark sheets or Provisional certificates, to our satisfaction, on or before 30th June 2024. Any failure, on your part, in this regard, shall automatically disentitle you and this offer shall be rescinded forthwith.

Your annual gross salary will be. Rs. **4,25,000 /- (Rupees Four Lakh Twenty Five Thousand Only)** subject to the Offer Letter to be issued. You shall be appointed as a trainee subject to terms and conditions as may be prescribed by the Company and your training shall be for a period of 12 months. As the Company shall be spending substantial time, money and resources for your training, you would be required to sign an Agreement agreeing to serve the Company for a period of 24 months from the date of successful completion of the training, subject to the terms and conditions contained therein.

In case of further clarifications with reference to your joining, please get in touch with our Campus Recruitment Team on email **renault-nissan.campus@rntbci.com**

Please note that our earlier offer letter Ref No **20449** Dated **October 20, 2023** stands rescinded.

Renault Nissan Technology & Business Centre India (RNTBCI) family welcomes and wishes you for a rewarding career.

Sincerely

Bhargavi Gopalakrishna

Head – Talent Acquisition, RNTBCI

Accepted

Candidate Name:

RENAULT NISSAN TECHNOLOGY BUSINESS CENTRE INDIA PRIVATE LIMITED
Ascendas IT Park, Mahindra World City, SEZ
No. T P 2/1, Natham Sub Post Office, Chengalpattu District,
Tamil Nadu – 603 004. India
CIN : U50401TN2007PTC064840

T +91 44 67481000
F +91 44 67481150

TECHNIP ENERGIES

Ref No : TGBS/TPINDIA/TE/COC/2024-058
Date : 29 April 2024

Ms. Monika B
4/1013, Selliyamman Kovil Street,
Karanthai, Thanjavur – 613002

Dear Ms. Monika,

Sub: Our offer for the position of Graduate Engineer Trainee

Congratulations!

Reference to your application and the interview you had with us, we are pleased to offer you a position of **Graduate Engineer Trainee** for a period of **1 (One) year** in our Company. On completion of the training period satisfactorily, you may be considered for absorption, in any discipline, solely at the discretion of the Company.

We would like you to join the Company on **01 August 2024.**

Initiation of your detailed training programme of one year requires you to join at one of our office locations, such location will be communicated to you in due course of time and well in advance of your joining date.

The compensation during the Training period shall be **INR 610,000 (Rupees Six Lakh Ten Thousand) per annum** as attached in the Annexure.

This offer is subject to your clearing the final qualifying exams before the joining date with a minimum of 70% aggregate marks.

Your training can be terminated by giving One Month's notice in writing, from either side. The company may decide, at its own discretion, whether you are required for Training during the notice period. In the event that you request for an early release, then the management at its own discretion will decide for an early release date.

The position is currently located at our office at **Chennai**. However, the Company's business conditions may warrant your assignment to another job function within the Company, and you may be posted to our domestic or foreign offices, project sites, from time to time.

Please submit the documents/information as mentioned in the enclosed **Annexure-I, II & III at the time of joining**. Also, you shall be required to sign a Secrecy Agreement with the Company, as per enclosed draft, due to the nature of the work & accessibility of confidential Company data.

You are requested to return the duplicate copy of this letter duly signed in token of your acceptance.

This offer will be treated as withdrawn if we do not receive any confirmation/response within 7 days from the date hereof.

Thanking you,

Yours faithfully,
for **TECHNIP ENERGIES INDIA LIMITED**

Madan Chandrasekaran
Chief Manager-People & Culture,
Chennai Operating Centre

Monika B
I accept and expressly agree to abide by the terms mentioned here.

Technip Energies India Limited
(Formerly known as Technip India Limited)
Technip Centre,
19 Velachery Main Road,
Guindy, Chennai - 600 032,
Tamil Nadu, India
Phone: +91 44 2230 3100
Fax: + 91 44 2230 0017

Corporate Office:
Ground, 1st & 5th Floor,
Prima Bay, Tower B, Gate No. 5
Saki Vihar Road, Powai,
Andheri East, Mumbai - 400072,
Maharashtra, India
Phone: +91 22 6700 2000

Registered Office:
B - 22, Okhla Industrial Area,
Ph-I, New Delhi - 110 020, India
CIN: U72200DL1971PLC005742
Phone: +91 11 41503213
Website: technipenergies.com

TECHNIP ENERGIES

Ref No : TGBS/TPINDIA/TE/COC/2024-058
Date : 29 April 2024

Salary Annexure

Graduate Engineer Trainees (E.1)			
Salary Break-up			
Compensation Particulars	**INR (Per Month)**	**INR (Per Annum)**	**Remarks**
Basic Salary	20,300	243,600	
HRA (60% of Basic)	12,180	146,160	
Special Allowance	11,417	137,008	
Bonus / Ex gratia	1,500	18,000	
City Compensatory Allowance	3,000	36,000	
Gross Salary	48,397	**580,768**	
Statutory payments ++		**29,232**	
Employer's Contribution to PF	2,436	29,232	As per Act.
Total Cost to Company (CTC)		**610,000**	

In addition to above, some of the main features of the benefits available to the employees, as per policies/ practices of the Co. and as per rules are: -

1. Birthday gift coupons
1. Visiting physician facility
2. Subsidized Lunch Facility
3. Group Term Insurance & Personal Accident Insurance
4. Mediclaim Insurance as per Co. Policy

Looking forward to long lasting and mutually rewarding relationship.

I accept and expressly agree to the compensation mentioned above.

Signature of the Trainee

ITC Limited
FOODS Division
No. 18, Banaswadi Main Road,
Maruthiseva Nagar,
Bengaluru 560 005 India
Telelphone: 91 80 4609 1100 / 1200
Fax: 91 80 4609 1977 / 78

Joshua. M

Date: **30-05-2024**

Dear Joshua,

We are pleased to offer you the position of **Manufacturing Executive.**

1. Your annual CTC along with detailed break-up is enclosed at the end.
2. Request you to please go through the offer in detail and indicate your acceptance through a return mail at the earliest. Post your acceptance, we would commence the requisite formalities and will be sending the Appointment letter in due course of time.
3. Your reporting location will be **Pollachi**.

Please note that this is a provisional offer and it will be valid subject to you clearing the company's medical examination and providing acceptable documentary evidence for certain details that you have shared with us regarding your candidature.

We look forward to a long and mutually beneficial association.

Personal Details		
Name	Joshua. M	
DOB | Age	26/05/2003 | 21	
Qualification	B.E, Saranathan Engineering College, Trichy, Tamil Nadu, : Mechanical Engineering, 2024	
Designation	Manufacturing Executive	
Total Experience	Fresher	
Proposed Level/Grade	L7/M1	
Salary Details		
Monthly Components	***Monthly Earnings***	***Annual Earnings***
Basic	6,000	72,000
Supplementary Allowance	5110	61,320
HRA	10500	126000
Conveyance Allowance	6,000	72,000
Total monthly earnings (A)	**27610**	**331320**
Annual Components		
Variable Pay @ Good		40,000
LTA		25,000
Total annual earnings (B)		**65,000**
Monthly + annual earnings (A+B)	**27610**	**396320**
Contributions		
Provident Fund	1,800	21,600
Pension Fund @ 12% of Basic	720	8,640
Gratuity Fund @ 4.81% of Basic	289	3,463
Total Contributions (C)	**2,809**	**33,703**
Other costs/Benefits		
Sampling		20,000
Total Other costs/benefits (D)		**20,000**
Total Cost to Company	**30419**	***450023***
Total cost to company (excluding sampling/benefits)	***30419***	***430023***

Note:

1) Variable pay depends on the performance rating for the appraisal year. Following is the variable pay scale

Outstanding	52000
Good	40000
Satisfactory	28000

Variable pay for a financial year will be paid as per the performance rating for the year as per applicable rules. For employees joining during the financial year, variable pay will be paid as per the confirmation rating (post the completion of probation period) if the confirmation rating is available within the cut-off date. In absence of a confirmation rating, variable pay will be paid as per satisfactory rating. Variable pay will be payable to those employees who are on the rolls of the company as on July 31st.

2) The value of HRA depends on the location you shall be posted. Following is the matrix -
   - TIER I - Rs. 12,500
   - TIER II - Rs.11,500
   - TIER III - Rs. 10,500

3) Medical Assistance will be provided as per the ITC Medical Assistance Scheme. Medical reimbursement will be provided up to Rs. 36,000 towards domiciliary expenses and up to Rs. 1,20,000 towards hospitalization expenses. The entitlement under the Medical Assistance Scheme is defined for a 3-year period and the entitlements mentioned above are applicable for 3 years with effect from 1st April 2022; for those joining during this period, the entitlement will be calculated on a pro-rata basis for the same three-year block.

   Reimbursement of expenditures in excess of the above, if approved by the Medical Committee, shall be limited to 90% of the actual expenditure incurred above the budgeted limit. The medical reimbursement scheme covers the employee, spouse and two dependent children up to the age of 24 years. Parents are not covered under the ITC medical assistance scheme

4) In event of your resignation after confirmation you will have to serve full notice period to facilitate a smooth transition. Notice period cannot be adjusted against the un-availed leave lying to the credit of the manager. In exceptional circumstances only and with the specific approval of the Chief Executive or his nominee, the manager may be permitted to pay to the company an amount equivalent to gross salary in lieu of notice. Should the manager not serve his/her notice period and fails to pay an amount equivalent to gross salary in lieu of notice, if permitted to do so, his/her resignation will not be accepted and the same will be treated as abandonment of service.

The terms and conditions of employment are subject to change at the discretion of the company from time to time

Our Ref: AIPL / HRD/32/ 2024
28th Feb 2024

Mr.M.Harish
Emp Code: 720
No.5, Thangam Nagar Extn
Dheeran Nagar Trichy 620009

Dear Mr.M.Harish
Sub: APPOINTMENT ORDER
Ref: Personal Interview you had with us on 17.02.2024
With reference to your application and the subsequent interview you had with us, the management is pleased to inform that you are offered employment in our organization on the following terms and conditions.

1. You will be designated as **Graduate Engineer Trainee**
2. Your training period is fixed as one year from the date of reporting for duty.
3. During your training period your remuneration per month would be as per the Annexure.
4. You will not be entitled for any other allowances.
5. After successful completion of your training & based on your satisfactory performance during the training period, you will be taken on the rolls of the company as a Probationer for a period of six months and fixed scale of pay.
6. You will be eligible for PF & ESI as per the rules of Employees provident funds and Miscellaneous Provisions Act 1952 and Employee State Insurance act 1948.
7. You will be entitled for Leave as per the rules of the company.
8. You shall not divulge any confidential / proprietary / technological details of this establishment to any third party and if you transgress this stipulation in any way it shall be deemed, as breach of discipline and your service shall stand terminated automatically. You will be required to sign Non-Disclosure Agreement at the time of joining duty.
9. You shall not enter into any service agreement with any other employer on part time or on full time basis during your employment in this company. You shall devote whole time attention and ability to the business of the company.
10. Your services are liable for transfer from one department to the other or any of our business location, located anywhere in India at the discretion of the management depending on the requirement.
11. You shall adhere to the rules and regulations of the company in the strictest sense and will abide by the Rules and Regulations of the company which may be in force or introduced or amended from time to time
12. During the period of your employment with us, your services are liable for relieving from duty without assigning any reason by giving one month notice or one month salary in lieu of. Similarly, you are requested to give one month notice to the company, or one month salary in lieu of, in case you wish to resign from the appointment with us. However, before getting yourself relieved you will have to hand over the work being handled by you to the designated employee of the company along with the documents and papers handled by you.
13. You will be responsible for carrying out your work as assigned to you to the entire satisfaction of the management.
14. You will be punctual and regular in your duties and will not absent yourself or overstay your sanctioned leave without prior permission of the management.

Cont...

15. Your appointment and continued employment shall be subject to be found physically, medically and mentally fit for carrying out your work as per the requirement of the company. You are required to present yourself for medical examination as and when required by the management.
16. Your appointment is being made on the basis of the information furnished by you to the company and in case any information as given by you is found false or incorrect or by committing any act amount to loss of confidence etc., your appointment will be liable for termination without any notice or salary in lieu of such notice.
17. At the end of your tenure or on termination of employment with the company for any reason, you must return all items and documents if any, failing which you will be held guilty and suitable legal action can be taken against you.
18. Absence for a continuous period of seven days without prior approval of your superior (including overstay) would be deemed to be abandonment of employment by you whereby your service of employment would automatically come to an end without any notice or intimation.
19. During the employment with the company, you shall be liable for termination if any act which, in the opinion of the management, is an act of dishonesty, disobedience, insubordination, breach of trust, habitual absence, unpunctuality or other misconduct or neglect of duty or incompetence in the discharge of duty on your part, misappropriation of management money or misuse of company's fund etc.,
20. The company reserves the right not to accept the resignation of in case of any proceedings / action pending against you or that there are commitment for completion or other exigencies of work.
21. You are required to produce the following documents at the time of joining
    a. Two copies of passport size photograph
    b. Photostat copy of certificates in proof of your age and educational qualification
    c. Copies of Experience Certificates, & Relieving order from your previous employer.

At the time of joining, you are required to sign the Agreement of Employment Offer and this agreement and its terms and conditions shall be part of this Appointment Order.

If the above terms and conditions are acceptable to you, you may report at our office for duty on or before 01.03.2024. This appointment letter authentically stands cancelled, incase written acceptance is not received on or before 01.03.2024
Meanwhile, you may return the duplicate copy of this letter duly signed in token of your acceptance.
Thanking you,
For Acoustics India Private Limited,

(N.P.SUKUMAR)
Managing Director
Encl: Annexure for Salary Details

Mr.M.Harish

ANNEXURE FOR SALARY DETAILS

Basic Pay	**8100**
House Rent Allowance	3240
Medical Allowance	675
Conveyance Allowance	1600
Educational Allowance	200
Telephone Allowance	500
Entertainment Allowance	500
Books & Periodical Allowance	300
Performance Incentive	1200
Gross Pay	**16315**
Bonus & Ex-Gratia*	1620
Company PF Contribution-12%	1569
Company ESI Contribution- 3.25%	530
Monthly CTC	**20034**
Annual CTC	**240407**

* Bonus & Ex-gratia amount indicated above are payable for the previous financial year once in a year as declared by the Management. The amount is also indicative and the management may retain / increase or decrease the amount at the time of declaration based on the performance. You are eligible to claim the Bonus and Ex-gratia only if you are in service at the time of declaration of Bonus and Ex-gratia.

For Acoustics India Private Limited,

(N.P. SUKUMAR)
Managing Director

Our Ref: AIPL / HRD/31/ 2024
26th April 2024

Ms.V.Sobiya
Emp Code: 738
3/92, Paraikulam Stre

DYNEPRO PRIVATE LIMITED

No. 4, Dindigul Road, Tiruchirapalli-620 001, Tamilnadu, India.
Corporate Identity No. U26943TN1988PTC016497,
TEL: 91-431-2482600 ★ E-mail: corporate@dynepro.in ★ Website: www.dynepro.in

DPL/HR/00808/2024

APR 01, 2024

To

Mr. Vijay S,
No.55/31A/36, Devanga Nesavalar colonym
Salai Road, Woraiyur, Trichy -620 003.

St.no. 808
Grade. AET

APPOINTMENT ORDER

Dear Mr. Vijay S,

We are pleased to offer you this appointment as **Associate Engineer Trainee** in **Proposal** Department with the following terms.

Pay particulars	Amount
Basic	6200
Dearness Allow.	3100
House Rent Allow.	1550
Medical Allow.	775
Bonus	775
Other Allow.	2612
Gross	**15012**
Other components:	
Prov.Fund	0
E.S.I.	488
CTC	**15500**

Your training period is Two years and liable for extension.

Your posting will be at H.O. and liable for transfer to any Location of the company.

You are expected to abide by the rules and regulations of the company.

Notice period of **three months** to be given if intended to resign and should physically work in that period.

If acceptable to the above conditions, return the copy of the order after affixing your signature.

For Dynepro Private Limited

(S.Xavier Sahayam)
Authorized Signatory.

DYNEPRO PRIVATE LIMITED

No. 4, Dindigul Road, Tiruchirapalli-620 001, Tamilnadu, India.
Corporate Identity No. U26943TN1988PTC016497,
TEL: 91-431-2482600 ★ E-mail: corporate@dynepro.in ★ Website: www.dynepro.in

DPL/HR/00813/2024

May 02, 2024

To

Mr. Rufus J,
No.1/152-9, Vasan Valley, 7th Street,
4th Main Road,Trichy -620 102.

St.no. 813
Grade. AET

APPOINTMENT ORDER

Dear Mr. Rufus J,

We are pleased to offer you this appointment as **Associate Engineer Trainee** in **IT** Department with the following terms.

Pay particulars	Amount
Basic	6200
Dearness Allow.	3100
House Rent Allow.	1550
Medical Allow.	775
Bonus	775
Other Allow.	2612
Gross	**15012**
Other components:	
Prov.Fund	0
E.S.I.	488
CTC	**15500**

Your training period is Two years and liable for extension.

Your posting will be at H.O. and liable for transfer to any Location of the company.

You are expected to abide by the rules and regulations of the company.

Notice period of **three months** to be given if intended to resign and should physically work in that period.

If acceptable to the above conditions, return the copy of the order after affixing your signature.

For Dynepro Private Limited

(S.Xavier Sahayam)
Authorized Signatory.

HARIHAR
BEYOND EXCELLENCE

HARIHAR ALLOYS (P) LTD.,

No. 6, Thomas Street, Race Course Road, Trichy - 620 020
Ph : 0431 - 2422884, Fax : 0431 - 2334005
Website : www.hariharalloy.com
CIN : U27310TN1995PTC032740 E.mail : info@hariharalloy.com

ISO 9001
ISO 14001
ISO 45001
BUREAU VERITAS
Certification

Ref: HAPL/HR&A/FD/23-24

Date:14.02.2024

To,
Mr.B. JEGADEESWARAN,
No. 4/61, Somanpatti,
Manapparai,
Trichy - 621305.

Dear Mr.B. JEGADEESWARAN,

SUB: OFFER OF APPOINTMENT

With reference to discussion you had with us, we glad to inform you that you have been selected as **ENGINEER TRAINEE / ENGINEERING.** You are requested to join immediately.

You will be paid a gross salary of Rs.12,500/- per month. You are requested to bring the following while joining duty.

1. Bio-data (form enclosed) duly filled in.
2. Copies of all qualification testimonials.
3. Two passport size colour photos and two stamp size photos
4. Blood group particulars with proof.

TERMS AND CONDITION

5. At present you will be posted at factory of M/S. Harihar Alloys (P) Ltd., Forging Division, S.F.No.80&82, Vellur Village, Viralimalai Taluk, Pudukottai Dt.-621316. But liable to be transferred to any units / sister concern / anywhere in india.
6. In case of resignation you should give two months prior notice or otherwise you should pay two months salary in lieu of the notice period.
7. You will be governed by the rules and regulations of the company.

We wish you all the best.

For HARIHAR ALLOYS (P) LTD.,
HEAD OFFICE

S. RAMDHAS
SENIOR MANAGER (HR & ADMIN)

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED
SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
Coimbatore 641 031, India
+91 0422 4582288, 2461666
+91 422 2460144
pricolengineering.com
REGISTERED OFFICE
CPM TOWERS, 109, Race Course,
Coimbatore 641018, India
CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company
CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/030/2024
29th February, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. JudoRohith S (813820114025)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 29th February 2024.

During the training period Mr.JudoRohith S, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs**.18,000** for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/028/2024
05th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Kishore G (813820114029)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 05th March 2024.

During the training period Mr. Kishore G, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.**,

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED
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PEIL/INTTRG/027/2024
02nd March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Ganishkar S B (813820114012)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 02n March 2024.

During the training period Mr. Ganishkar S B, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/020/2024
04th March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Kavin A (813820114027)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 04th March 2024.

During the training period Mr. Kavin A, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

SivakumarV
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

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Narasimhanaickenpalayam Post,
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/019/2024
01st March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Shiyam V (813820114053)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 01s March 2024.

During the training period Mr. Shiyam V, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED
SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/013/2024
29th February, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Joshua M (813820114024)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 29th February 2024.

During the training period Mr. Joshua M, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

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Narasimhanaickenpalayam Post,
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CIN: U05150TZ1995PTC005694
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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/018/2024
01st March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Santhosh B (813820114048)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 01st March 2024.

During the training period Mr. Santhosh B, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

SF No.455/1B, 455/2B,Poochiyur,
Narasimhanaickenpalayam Post,
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CIN: U05150TZ1995PTC005694
ISO 9001/2015 Certified Company

CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/017/2024
02nd March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Arun Kumar S (813820114006)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 02nd March 2024.

During the training period Mr. Arun Kumar S, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

PRICOL ENGINEERING INDUSTRIES PRIVATE LIMITED

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CUSTOMERS EMPLOYEES SHAREHOLDERS SUPPLIERS

PEIL/INTTRG/014/2024
01st March, 2024

JOINING ORDER FOR TRAINEE

This is to certify that **Mr. Javith Ahamed A (813820114021)** has undergone Industrial Exposure Training in our organization from 03rd January 2024 to 01st March 2024.

During the training period Mr. Javith Ahamed A, has shown interest on new learnings and his conduct was found **GOOD**.

We wish to inform that you can join in the role of trainee engineer at the fixed salary of Rs.18,000 for one year,once you get the provisional certificate after your final results.

for **Pricol Engineering Industries Private Limited.,**

Sivakumar V
Senior Manager – People & Culture

Tech Mahindra Limited
Info city, Hi-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

Ref: 1004512/2348283/ELTP **19-Sep-2024**

Mr. Ashvin Jagadeeswaran
Trichy (Tnl) - 620017
Mobile: 8220145171

Subject: Offer of Appointment

Dear **Mr. Ashvin Jagadeeswaran**

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

1. With reference to our discussions, we are pleased to offer you an appointment in our organization as **Associate Software Engineer** at **Band 'U' and Sub Band 'U1'** under **ELTP Scheme.**

2. You will be on probation for a period of **6 months** from the date of joining the Company during which you will be on training. The training program called **"Entry Level Integrated Training and Enablement"(ELITE)** will include physical classroom training as well as on-the-job training. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice.

3. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the ELITE program and satisfactory performance on the job.

4. Your remuneration "Annual Total Cash Compensation" will be **INR 325000(Three Lakh Twenty Five Thousand).** Please refer **Annexure A** for details on the compensation and statutory deductions.

5. Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.

6. This offer is valid subject to your fulfilling the following: -

   - The academic criteria of minimum aggregate of 70% or as communicated to you at the time of interview;
   - Meeting the set eligibility criteria at the end of your academic course
   - Meeting eligibility criteria for any Company organized training imparted prior to your date of joining and
   - Submission of all necessary legal documentation pertaining to your employment.

7. You are required to sign a **service bond (Draft at Annexure I)** with our organization for a sum of **INR 1,00,000/- (INR One Lakh Only)**. As per the bond you will be required to serve the Company for a minimum period of **2 years** from the date of your joining. Your joining to Tech Mahindra will be subject to successful submission of all mandatory documents, failing which the company reserves the right to withdraw your employment offer. In case you are not posted at your home town, you are entitled to a one-time settlement allowance not exceeding **INR15,000/- (INR Fifteen Thousand Only)** towards travel & movement of baggage, initial hotel accommodation and deposit for

Rise for a more equal world Rise to be future-ready Rise to create value

Tech Mahindra Limited
Info city, HI-tech City Layout
Madhapur, Hyderabad 500081,India
Tel: +91 40 3063 6363
Fax: +91 40 2311 7011

techmahindra.com
connect@techmahindra.com
Registered Office:
Gateway Building, Apollo Bunder
Mumbai 400001, India
CIN L64200MH1986PLC041370

residential accommodation at the place of initial training and subsequent posting on production of relevant receipts / lease agreement. The Company shall recover the resettlement allowance in case of cessation of service within 2 year from date of joining. Subsequent to your initial training if you are posted outside your training location you are eligible to claim the travel expenses only as per the travel policy of the Company.

8. Your employment with us will be governed by terms and conditions as specified in **Annexure B.**

9. You are required to join on **03-OCT-2024 and** report to **Anandhu Krishnan** at **9:00 AM** for Virtual Joining Process to complete the joining formalities. at **TECH MAHINDRA LTD, SEZ UNIT ELCOT SEZ, SURVEY NO. 602/3, 138, SHOLINGANALLUR VILLAGE, TALUK A- TAMBARAM, DISTRICT - KANCHIPURAM, CHENNAI - 600119.** This Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing., You are required to submit soft copies of the original documents as per **Annexure C** to the recruiter and HR Team respectively.

10. You are required to report to office the next day of completing virtual joining process for the training at the address mentioned above. The location of posting would be communicated to you upon successful completion of training.

11. Please note that this Offer is subject to your background check report being found without any discrepancy either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency. In case of any discrepancy in your background verification, the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

12. This Offer is issued to you based on the information provided by you in your application form along with the supporting documents to be submitted within the timelines as stipulated in as per **Annexure ?C**. In case the Company notice any discrepancy and/or incorrect information in your application form or you fail to submit your supporting documents for background verification within one week of receiving the offer or within 72 hours of joining whichever is earlier the Company shall, in its absolute discretion, withdraw this Offer or terminate your employment with immediate effect, without any notice pay, by giving you a written notice thereof.

13. Kindly confirm your acceptance of this offer of appointment to **campusjoining@techmahindra.com** by **26-SEP-2024.**

For Tech Mahindra Limited

R Krishna

Krishna Ramaswami
Global Head - People Supply Chain

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

Date: 26/09/2024

Signature:
Ashvin Jagadeeswaran

Rise for a more equal world Rise to be future-ready Rise to create value

MBA

JK Cement Ltd.
CIN: L17229UP1994PLC017199
Corporate Office
Padam Tower, 19 DDA Community Centre
Okhla, Phase - 1, New Delhi - 110020, India
+011-49220000 admin.padamtower@jkcement.com
www.jkcement.com

16tht April 2024

Ms. Anubama M

Offer Letter

Dear Anubama,

With reference to your application and subsequent interview you had with us, we are pleased to engage you as **Management Trainee** from the date of your joining, on the following terms and conditions:

1. During the training period, you will be paid a Stipend of Rs 40,000.00 per month (It includes PF of Rs.3600 p.m.). Your net take home will be Rs. 36,400 p.m.
2. You will be on training for six months and evaluated after completion of said period for confirmation based on your performance.
3. After confirmation, revised CTC of 6.0 LPA and retention bonus of 60,000 INR (paid in 2 installments in 1st year) will be offered.
4. You can be placed at any of the plants, projects of Company and its sister concern at India and abroad.
5. You shall be governed by all the rules & regulations and standing orders, as applicable from time to time to trainees of your category of the Company.
6. You shall carryout the jobs entrusted to you from time to time and shall be responsible for your work to all such officers under whom you shall be under training.
7. You are advised to report at **Chennai on or before 01 July 2024.**

Please sign the attached duplicate copy of this letter in token of your acceptance of the above terms and conditions and return the same to us at the earliest.

You will be required to undergo the medical examination; aforesaid offer would be treated as withdrawn/cancelled, if you are not found medically fit. While reporting for training please bring annexed Medical Fitness Certificate duly completed, two copies of your latest passport size photograph, copy of PAN Card, Aadhar Card and one copy each of your certificates/testimonials along with original, failing which you will not be allowed to join training.

We welcome you to the J.K. family and hope for your long and happy association.

Thanking you and wishing you all the very best!!

For JK Cement Ltd.

POOJA CHAUHAN
Digitally signed by POOJA CHAUHAN
Date: 2024.04.20 15:37:48 +05'30'

Ms. Pooja Chauhan
Assistant Vice President – Corporate HR

JK Cement Ltd.
CIN: L17229UP1994PLC017199
Corporate Office
Padam Tower, 19 DDA Community Centre
Okhla, Phase - 1, New Delhi - 110020, India
+011-49220000 admin.padamtower@jkcement.com
www.jkcement.com

16tht April 2024

Mr. Manickavasagam M

Offer Letter

Dear Manickavasagam,

With reference to your application and subsequent interview you had with us, we are pleased to engage you as **Management Trainee** from the date of your joining, on the following terms and conditions:

1. During the training period, you will be paid a Stipend of Rs 40,000.00 per month (It includes PF of Rs.3600 p.m.). Your net take home will be Rs. 36,400 p.m.
2. You will be on training for six months and evaluated after completion of said period for confirmation based on your performance.
3. After confirmation, revised CTC of 6.0 LPA and retention bonus of 60,000 INR (paid in 2 installments in 1st year) will be offered.
4. You can be placed at any of the plants, projects of Company and its sister concern at India and abroad.
5. You shall be governed by all the rules & regulations and standing orders, as applicable from time to time to trainees of your category of the Company.
6. You shall carryout the jobs entrusted to you from time to time and shall be responsible for your work to all such officers under whom you shall be under training.
7. You are advised to report at **Chennai on or before 01 July 2024.**

Please sign the attached duplicate copy of this letter in token of your acceptance of the above terms and conditions and return the same to us at the earliest.

You will be required to undergo the medical examination; aforesaid offer would be treated as withdrawn/cancelled, if you are not found medically fit. While reporting for training please bring annexed Medical Fitness Certificate duly completed, two copies of your latest passport size photograph, copy of PAN Card, Aadhar Card and one copy each of your certificates/testimonials along with original, failing which you will not be allowed to join training.

We welcome you to the J.K. family and hope for your long and happy association.

Thanking you and wishing you all the very best!!

For JK Cement Ltd.

POOJA CHAUHAN
Digitally signed by POOJA CHAUHAN
Date: 2024.04.20 15:30:42 +05'30'

Ms. Pooja Chauhan
Assistant Vice President – Corporate HR

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123240473/2024-25 16.07.2024

SELECTION CUM OFFER LETTER

To
Ms.Anu Priya K,
No. 2/1, Vaikkal Mettu Street,
EDA Street Road, Palakarai,
Trichy-620001.
Mob No: 8428987797

Dear Anu Priya K,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank**.** You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months,** subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

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.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,82,656/-**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 shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

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

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (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

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.

2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.

3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.

4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.

5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.

6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.

7).While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.

8). At that time of reporting for duty, you will have to submit all the original certificates (10^{th}, 12^{th},UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12^{th} month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.

CITY UNION BANK LTD. HRMD Central Office

9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager II.** You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and 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 service 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 rules of the Bank in force from time to time.

Your service 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 your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at 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 selection cum offer letter 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 20.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place:_____

Annexure-II to your Offer of Employment [HRMD/OFFLTR/123240473/2024-25] as Probationary Relationship Manager II

COMPENSATION DETAILS		
Name	**Ms.Anu Priya K**	
Designation	**Probationary Relationship Manager II**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic Pay	12,000/-	1,44,000/-
Fixed DA[1]	3,000/-	36,000/-
HRA[2]	2,000/-	24,000/-
CCA[2]	840/-	10,080/-
Basket of Allowances[3]	10,060/-	1,20,720/-
Gross Pay	**27,900/-**	**3,34,800/-**
PF – Management Contribution	1,500/-	18,000/-
NPS [4] –Management Contribution	600/-	7,200/-
Gratuity	721/-	8,652/-
Approx. Mediclaim Insurance	1,167/-	14,004/-
Fixed CTC	**31,888/-**	**3,82,656/-**
Approx. monetary value of perks towards subsidised Loan for Housing[6]	18,833/-	2,25,996/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler[7]	875/-	10,500/-
Total CTC	**51,596/-**	**6,19,152/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
2. **HRA and CCA:**- Based on your place of posting. However the Fixed CTC will remain unchanged.
3. **Basket of Allowances:**- All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
4. **National Pension Scheme (NPS)**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
5. **Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
6. **Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
7. **Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.

CITY UNION BANK LTD. HRMD Central Office

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123240470/2024-25 16.07.2024

SELECTION CUM OFFER LETTER

To
Ms.Sarumathi M,
No. 98/99, North Pillaiyar Kovil Street,
Varaganeri,
Trichy-620008.
Mob No: 8838329615

Dear Sarumathi M,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank**.** You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months,** subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

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.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,82,656/-**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 shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

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

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (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

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.

2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.

3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.

4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.

5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.

6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.

7).While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.

8). At that time of reporting for duty, you will have to submit all the original certificates (10^{th}, 12^{th},UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12^{th} month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.

CITY UNION BANK LTD. HRMD Central Office

9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10^{th}, 12^{th},UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager II.** You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.

If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and 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 service 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 rules of the Bank in force from time to time.

Your service 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 your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at 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 selection cum offer letter 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 20.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place:_____

Annexure-II to your Offer of Employment [HRMD/OFFLTR/123240470/2024-25] as Probationary Relationship Manager II

COMPENSATION DETAILS		
Name	**Ms.Sarumathi M**	
Designation	**Probationary Relationship Manager II**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic Pay	12,000/-	1,44,000/-
Fixed DA[1]	3,000/-	36,000/-
HRA[2]	2,000/-	24,000/-
CCA[2]	840/-	10,080/-
Basket of Allowances[3]	10,060/-	1,20,720/-
Gross Pay	**27,900/-**	**3,34,800/-**
PF – Management Contribution	1,500/-	18,000/-
NPS [4] –Management Contribution	600/-	7,200/-
Gratuity	721/-	8,652/-
Approx. Mediclaim Insurance	1,167/-	14,004/-
Fixed CTC	**31,888/-**	**3,82,656/-**
Approx. monetary value of perks towards subsidised Loan for Housing[6]	18,833/-	2,25,996/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler[7]	875/-	10,500/-
Total CTC	**51,596/-**	**6,19,152/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
2. **HRA and CCA:**- Based on your place of posting. However the Fixed CTC will remain unchanged.
3. **Basket of Allowances:**- All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
4. **National Pension Scheme (NPS)**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
5. **Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
6. **Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
7. **Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.

CITY UNION BANK LTD. HRMD Central Office

24-Feb-2024

Keren Diviya R [ID: 157632]

24/78 Agraharam,Varaganeri. Trichy-8
24/78Agraharam, Varaganeri.Trichy-8 Tiruchirapalli
Tamil Nadu -620008
kerendivi2001@gmail.com

Dear **Ms. Keren Diviya R,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **Management Trainee** and grade is **Assistant Manager** respectively. You are expected to join on or before **20-Mar-2024** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **27084.00**. The position is currently based at **Head Office, Trichy HO**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,
For **IDFC FIRST Bharat Limited**

Satyaprasad Aripirala
Head - Human Resources

I,**Keren Diviya R**,Son/Daughter of **Rajkumar A**,do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **20-Mar-2024**
2. PAN number: **LPTPK2396L**

Signature

Date:

Authenticated by:

Signature:

Name:

Employee ID:

Annexure:1

COMPENSATION DETAILS

Employee Name	Keren Diviya R
Grade	Assistant Manager
Department Name	Collection
Location	Head Office

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	13542.00	162504.00
Special Allowance	11742.00	140904.00
Guaranteed cash	**25284.00**	**303408.00**
Employer's PF	1800.00	21600.00
Total Fixed Pay	**27084.00**	**325008.00**

Monthly net take home (in Rs.)	
Guaranteed Cash	**25284.00**
Employee's contribution to Provident Fund	1800.00
Net take home before tax (in Rs.)	**23484.00**

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



Satyaprasad Aripirala
Head - Human Resources

26-Feb-2024

Shalini V [ID: 157620]

46 mokka pillai lane North andar street
Tiruchirappalli Tamil Nadu -620002
shalinivrss@gmail.com

Dear **Ms. Shalini V,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **Management Trainee** and grade is **Assistant Manager** respectively. You are expected to join on or before **20-Mar-2024** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **27084.00**. The position is currently based at **Head Office, Trichy HO**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,
For **IDFC FIRST Bharat Limited**

Satyaprasad Aripirala
Head - Human Resources

I,**Shalini V**,Son/Daughter of **Visvanathan T** ,do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **20-Mar-2024**
2. PAN number: **PEZPS3084G**

Signature	**Authenticated by:**
	Signature:
Date:	**Name:**
	Employee ID:

Annexure:1

COMPENSATION DETAILS

Employee Name	Shalini V
Grade	Assistant Manager
Department Name	RISK CONTROL & REVIEW
Location	Head Office

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	13542.00	162504.00
Special Allowance	11742.00	140904.00
Guaranteed cash	**25284.00**	**303408.00**
Employer's PF	1800.00	21600.00
Total Fixed Pay	**27084.00**	**325008.00**

Monthly net take home (in Rs.)	
Guaranteed Cash	**25284.00**
Employee's contribution to Provident Fund	1800.00
Net take home before tax (in Rs.)	**23484.00**

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



Satyaprasad Aripirala
Head - Human Resources

24-Feb-2024

Shifana Rabbani S [ID: 157631]

No 7 state bank Colony, Crawford, Trichy - 620012
No 7 state bank Colony, Crawford, Trichy - 620012
Tiruchirappalli Tamil Nadu -620012
shifanarabbani2001@gmail.com

Dear **Ms. Shifana Rabbani S,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **Management Trainee** and grade is **Assistant Manager** respectively. You are expected to join on or before **20-Mar-2024** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **27084.00**. The position is currently based at **Head Office, Trichy HO**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,
For **IDFC FIRST Bharat Limited**



Satyaprasad Aripirala
Head - Human Resources

I,**Shifana Rabbani S**,Son/Daughter of **Shabel Hussain.S**,do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **20-Mar-2024**
2. PAN number: **SFQPS5624D**

Signature

Date:

Authenticated by:

Signature:

Name:

Employee ID:

Annexure:1

COMPENSATION DETAILS

Employee Name	Shifana Rabbani S
Grade	Assistant Manager
Department Name	Collection
Location	Head Office

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	13542.00	162504.00
Special Allowance	11742.00	140904.00
Guaranteed cash	**25284.00**	**303408.00**
Employer's PF	1800.00	21600.00
Total Fixed Pay	**27084.00**	**325008.00**

Monthly net take home (in Rs.)	
Guaranteed Cash	**25284.00**
Employee's contribution to Provident Fund	1800.00
Net take home before tax (in Rs.)	**23484.00**

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



Satyaprasad Aripirala
Head - Human Resources

24-Feb-2024

Subhraja S [ID: 157633]

11-A,west adayavalanjan street srirangam
TIRUCHIRAPPALLI Tamil Nadu -620006
subhrajasuresh@gmail.com

Dear **Ms. Subhraja S,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **Management Trainee** and grade is **Assistant Manager** respectively. You are expected to join on or before **20-Mar-2024** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **27084.00**. The position is currently based at **Head Office, Trichy HO**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,
For **IDFC FIRST Bharat Limited**

Satyaprasad Aripirala
Head - Human Resources

I,**Subhraja S**,Son/Daughter of **S.Suresh**,do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **20-Mar-2024**
2. PAN number: **MPNPS8282J**

Signature

Date:

Authenticated by:

Signature:

Name:

Employee ID:

Annexure:1

COMPENSATION DETAILS

Employee Name	Subhraja S
Grade	Assistant Manager
Department Name	Collection
Location	Head Office

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	13542.00	162504.00
Special Allowance	11742.00	140904.00
Guaranteed cash	**25284.00**	**303408.00**
Employer's PF	1800.00	21600.00
Total Fixed Pay	**27084.00**	**325008.00**

Monthly net take home (in Rs.)	
Guaranteed Cash	**25284.00**
Employee's contribution to Provident Fund	1800.00
Net take home before tax (in Rs.)	**23484.00**

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



Satyaprasad Aripirala
Head - Human Resources

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. ABINAYA.R

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Aishwarya. e.

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. H. D. Arjune

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Bhagavathy . J

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10^{th}, 12^{th}, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



11-01-2024

Dear Mr./Ms. DHARANI. S.

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Divyasri. R

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. GAYATHRI.R

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. NAVEEN RAJ B

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. NAVEENA M

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY RO HR

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. PRAGADEESWARI P

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10^{th}, 12^{th}, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

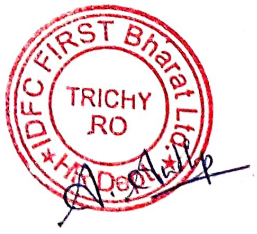
Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. PRATHIBA AV

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. PRIYADHARSHINI S

You got shortlisted in the first level of interview; we would like to invite you to

the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY RO HR Dept

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. RAAGAVI

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY HO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. RIYAS MOHAMMED

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY RO

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Sania Selvamithiyo. S.

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Sa Thiyaharayanan

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. Trichy HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Shruthi. K.

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. SIVAKAMI A

You got shortlisted in the first level of interview; we would like to invite you to

the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY RO

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. SRI VIGNESHWARI

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Sujatha. S

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC First Bharat Ltd TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Vishalini V.

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Vivina. A

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd. TRICHY RO HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Yogesh . S

You got shortlisted in the first level of interview; we would like to invite you to the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY HR Dept.

Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. Yuvan sankar. B

You got shortlisted in the first level of interview; we would like to invite you to

the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009



Interview Confirmation Letter

11-01-2024

Dear Mr./Ms. YUVARANI V

You got shortlisted in the first level of interview; we would like to invite you to

the next level of interview in our regional office.

You are requested to carry the following documents (original and one set of xerox) at the time of interview.

1) Aadhaar card, PAN card.
2) Academic qualification certificates (10th, 12th, UG – overall, Provisional, degree).
3) Two Copies of passport size Photo.
4) Passbook xerox.
5) LLR or License xerox.

If you have any questions, please feel free to reach out at any time.

(HR – 7418430137, 6382311192, 9791803680)

We are Looking forward to having you on our team.

Thanks,

IDFC First Bharat Ltd (Trichy Regional office)

NO 3& 4 Maharaja building SBI bank Upstairs,

Sakthi Nagar, Karumandapam,

Trichy- 620009

IDFC FIRST Bharat Ltd TRICHY RO

D Mart®

OFFER LETTER

Mr. Sriram

Date : 16th Feb'2024

Saranathan College of Engineering

Dear Mr. Sriram

Welcome to the DMart family!

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.50 Lakhs*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in the Month of July Tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

This offer is subject to the completion of all your final exams on or before June 2024.

We wish you a long and successful career with us!

Human Resources
Avenue Supermarts Ltd. (D-Mart)

* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

ACKNOWLEDGEMENT & ACCEPTANCE

Sign of Candidate : M. Sriram

Full name & date: M. SRIRAM

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Date: 18th Nov 2024

Vineeth K
No-1-114, Ayyanar nagar, Airport,
Thiruverumbur taluka,
Gundur, tiruchirpalli,
tamilnadu- 620007.

Dear Vineet K ,

Congratulations!! We are delighted to make you an offer with IndiaMART Intermesh Ltd.

Designation	**Executive**
Date of joining	**25th Nov 24**
CTC on offer	**INR 400008**
Base Location	**Chennai-Egmore**

We are pleased to offer you the position of **"Designation - Client Servicing Executive** ". We are confident that your skills, experience, and enthusiasm will make a valuable contribution to our team.

1. Your Annual Compensation shall be **INR 400008** (Three Lakhs and Sixty Thousand Only). The detailed Compensation Structure is attached herewith as "Annexure – I".

2. You shall be reporting to work at 9.00 am on the day of joining. This job requires you to work from the office on all working days as per your working location. As informed, your place of posting shall be Chennai-Egmore

3. You will be governed by the Company rules, as amended from time to time. You will be entitled to leave and other benefits in accordance with such rules applicable from time to time.

4. A detailed "Letter of Appointment" setting out terms and conditions of your appointment shall be issued to you subsequent to your completing the joining formalities.

5. If you have any questions or require further clarification about the terms of this offer till your joining date, please do not hesitate to contact ***Madhanraj N @ 8754745907.***

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Please Note – Your **offer has been made based on the information furnished by you. We will verify the authenticity of such information using various means including services of background verification agencies. Company reserves the right to revoke the offer and your appointment at any time in case we discover discrepancies in your declarations.**

You are requested to sign below in token of your acceptance of the terms and conditions of this letter of intentand return the duplicate copy duly signed by you to us.

We are very excited about you joining us & we look forward to having you with IndiaMART Intermesh Ltd.

Sincerely yours,

For IndiaMART Intermesh Ltd.



MADHUP AGRAWAL
NATIONAL HEAD

Regd. Office: 1st Floor, 29-Daryaganj, Netaji Subash Marg, Delhi – 110002, India | CIN:U74899DL1999PLC101534

IndiaMART InterMESH Ltd.
Assotech Business Cresterra, Plot No.22,
Tower 2, Floor No.6, Sector - 135, Noida,UP
Call Us: +91 - 9696969696
E: customercare@indiamart.com
Website: www.indiamart.com

Annexure – I

Name: Vineeth K

Designation – Executive

Salary - Break up		
Component	Monthly (Rs)	Annual (Rs)
Basic	21001	252012
HRA	10501	126012
Executive Allowance	32	384
EPF (Employer Contribution)	1800	21600
Effective CTC	**33334**	**360000**
Deductions		
EPF	3600	43200
Total Deductions	3600	43200
Approx Take Home	**29734**	**356808**

***Income Tax will be deducted from salary as per Government specified rules.**

***However, the total CTC will remain un-changed**

For IndiaMART Intermesh Ltd.



MADHUP AGRAWAL
NATIONAL HEAD

D Mart®

OFFER LETTER

Mr. Anandh V

Date :16th Feb'2024

Saranathan College of Engineering

Dear Mr. Anandh V

Welcome to the DMart family!

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.50 Lakhs*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in the Month of July Tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

This offer is subject to the completion of all your final exams on or before June 2024.

We wish you a long and successful career with us!

Human Resources
Avenue Supermarts Ltd. (D-Mart)

* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

ACKNOWLEDGEMENT & ACCEPTANCE

Sign of Candidate : VAL

Full name & date:

Ref: HR/JUN/24/B1/62698978/60785916/1001654907 **Date: 11 June, 2024**

Mr. Naren Rs
North rani street
big bazar
Tiruchirappalli Fort 620008
Tamil Nadu, India

Dear **Mr. Naren**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager - Trainee** in **Assistant Manager - B1 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Coimbatore,Tamil Nadu**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 June, 2024.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. **Fixed Pay: Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. **Retirals: Rs. 27,795/- (Rupees Twenty Seven Thousand Seven Hundred Ninety Five Only) per annum.**

This includes:
- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

iii. **Variable Pay Incentive:** In addition to the aforementioned Fixed Pay, you shall be entitled to participate in the performance-based Incentive scheme linked to resultant performance of individual, team, location, and business unit. It will be based on predetermined performance metrics and reviewed periodically. The specific incentive schemes / plans of the Company are discretionary, subject to amendment or withdrawal, with or without notice. The transfers, reassignments, or changes in role may lead to change in structure and eligibility for the applicable schemes. Further, the Company may deem an employee ineligible for participation in any incentive schemes, even with retrospective effect, who has or may have committed any illegal, fraudulent, or unethical act, or who has or may have violated any company policy or procedure including the Reliance Code of Conduct, all within the sole discretionary interpretation of Reliance.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Mahesh Kudtarkar

Authorized Signatory

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

SIGNATURE: _____ **DATE:** _____

	Annexure 1A		
	Name: Naren Rs		
	EARNINGS		
	CTC Components	**Proposed CTC (Rs.)**	
		Monthly	**Annual**
	A. Fixed Pay		
1	Basic Pay	10,733	1,28,790
	Choice Pay		
2	Conveyance	**Refer to Annexure 1B**	
3	Fuel & Maintenance	**Refer to Annexure 1B**	
4	Leave Travel Allowance	**Refer to Annexure 1B**	
5	Medical Reimbursement	**Refer to Annexure 1B**	
6	Bonus*	0	0
7	Residual Choice Pay	6,585	79,020
	Housing		
8	House Rent Allowance	5,366	64,395
	Retirals		
9	PF - Employer Contribution	1,800	21,600
10	Gratuity (4.81% of Basic)	516	6,195
	Total Fixed Pay [A]	25,000	3,00,000
	Total Other Payments [B]		
	Total CTC (A)		3,00,000

Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.

(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.
(**) For Insurance Premium debits, please refer Annexure 1B

	Insurance (Pay Slip Debit As Per Grade)	**Monthly**	**Annual**
	GPA Insurance Premium	17	207
	Group Term Life Insurance Premium	68	814
	Medical Insurance Premium	1,754	21,048

Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.

b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 1 Months' notice in writing by either side or payment of 1 Month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through Three Months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.

b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.

c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.

d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith

e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.

g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.

d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.

g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

h. **Proprietary Rights**: You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

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

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

i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.

k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.

m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.

n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.

o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.

p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

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

b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.

c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.

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

   i. Return to work within 8 days from the commencement of such absence, and
   ii. Give an explanation to the satisfaction of the Management regarding such absence

e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.

q. **Notice Period:** Notwithstanding anything contained herein, the Company may terminate your employment without cause by giving Three Months notice in writing or payment of pro rata Three Months' Basic Salary, in lieu thereof. In the event you resign from the Company, you shall give Three Months notice in writing or Basic salary in lieu thereof. The company may at its discretion have an option to accept your resignation and relieve you prior to the completion of the stipulated notice period of Three Months, without any pay in lieu of the notice period. If you seek a waiver of the notice period and offer to pay salary in lieu of notice period, the company may at its sole discretion, subject to business exigencies, accept your resignation and may relieve you prior to the completion of the stipulated notice period of Three Months. You shall be relieved from service on completion of your duties and responsibilities to the satisfaction of the Company and after you have handed over the charge to the officer nominated by the Company.

f. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.

g. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.

h. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.

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

j. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your

previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.

b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.

c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in

   i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.

   ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the

Management. These will need to be combined with cautionary statements, wherever required.

iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage / discrimination.

iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.

v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.

d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.

e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.

f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.

g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.

i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:

D Mart®

OFFER LETTER

Mr. Saravanan A

Date : 16th Feb'2024

Saranathan College of Engineering

Dear Mr. Saravanan A

Welcome to the DMart family!

On the basis of campus selections, we are happy to offer you the position of **Department Manager (Trainee)** at an annual compensation of **INR 3.50 Lakhs*** on Cost to Company basis.

We eagerly look forward to having you on board. Your date of joining would be in the Month of July Tentatively. Any change would be communicated to you in due course.

You may be placed anywhere in India; your initial place of posting and other details will be communicated in due course before you join the organization.

This offer is subject to the completion of all your final exams on or before June 2024.

We wish you a long and successful career with us!

Human Resources
Avenue Supermarts Ltd. (D-Mart)

* This is a provisional offer of employment subject to the following terms-

1. You should pass/clear all academic examinations/ backlogs before you join DMart. In case your results are not published by your joining date, you would have to submit the same within a maximum period of three months. Continuation of employment post submission of your mark sheet/certificate would be on the basis of you passing the respective examination.
2. You should be declared *Fit for employment* by a medical examination to be arranged by us.
3. All documents submitted by you in support of identity, address, academics are true (subject to verification).

Further details of your joining process will be communicated by our Human Resources team in due course.

ACKNOWLEDGEMENT & ACCEPTANCE

Sign of Candidate : A Saravanan

Full name & date: A.Saravanan - 16/02/2024

STRICTLY PRIVATE AND CONFIDENTIAL

HRMD/OFF-LTR/123240476/2024-25 16.07.2024

SELECTION CUM OFFER LETTER

To
Shri.Yugendran R,
No. 4/167, North Street, Vellivadi,
Inamkulathur, Srirangam,
Trichy-620009.
Mob No: 6369157115

Dear Yugendran R,

Congratulations!

With reference to your application for employment with us and the subsequent Bank's selection process, we are pleased to offer you a position in **Relationship Manager II (Sales and Operations)** cadre of our bank**.** You will be posted as **Probationary Relationship Manager II** for a period of **Eighteen months,** subject to the terms and conditions set out in this letter and the **annexure** thereto apart from usual Bank's Service Rules and conditions now prevailing and in vogue from time to time.

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.

During the probationary period of Eighteen months, your Gross annual Fixed Cost-To-Company (CTC) at maximum variable payout will be **Rs. 3,82,656/-**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 shall be issued the posting order specifying the place of initial posting, based on accepting the offer letter.

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

With Best Wishes,

R. Subbaraman
Deputy General Manager
HRMD

Encl.: Annexure to the selection cum offer letter (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

TERMS and CONDITIONS (other than those prevalent in Service Agreement)

At the time of Joining duty, you are advised to furnish the following documents:-

1). A Booklet consisting of six structured forms, which will be provided to you, will have to be filled up, completed, signed and handed over to the Branch Manager / Department Head, together with two recent passport size photographs affixed thereon.

2). Copies of KYC documents like Aadhar Card, PAN Card, Driving Licence, with originals for verification. Two copies each of your latest colour photographs, in passport size and stamp size.

3). Testimonials (of a recent date) from two respectable persons known to you, (but not related to you) will have to be furnished. The bank will seek references to them, your current / previous employer/s at any stage of your appointment.

4). A self declaration of Medical Fitness, supported by a satisfactory Medical Certificate from a Registered Medical Practitioner or if stipulated from the panel of doctors appointed by the Bank as per medical examination requirements in annexure. Major and permanent ailments should also be reported. Suppression of any information or if it is found at a later stage that you suffer from any ailment which will affect the normal functioning of your work at the office will entail you immediate termination of service at any point of time.

5). Copies of your resignation acceptance and proper relieving order, last drawn Salary Certificate from your previous employer and Service employment declaration to that effect should be submitted.

6). If you have availed any loan/credit facility from Bank/s or financial institution/s, the details of them should be furnished. A certificate of latest date from the Branch Head of the Bank's Branch, from where the loan was availed is to be submitted. If the loan/s is/are not in STANDARD category, you cannot join our Bank. If no loan has been availed, a certificate to that effect should be submitted.

7).While reporting for duty at branch / department, you should handover a copy of your PAN Card, Driving License and a copy of your Aadhar card. Also, you should hand over a proper Relieving Order obtained from the previous Employer. If you have not employed previously, a declaration to that effect should be submitted.

8). At that time of reporting for duty, you will have to submit all the original certificates (10^{th}, 12^{th},UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification and custody. In case, you are not in a position to submit your original certificates as mentioned above, you will be required to place a fixed deposit in your name for Rs.25,000/- as security deposit. Your original certificates shall be returned to you on confirmation. You may also collect your certificates back at any time, before your confirmation, by placing a deposit for Rs.25,000/- in your name and discharging the same to the Bank.

In case you are not in a position to submit your original certificates nor able to place a deposit for Rs.25,000/, you can remit monthly instalment of Rs.2,000/- for 11 months and Rs.3,000/- in 12^{th} month so as to place a total security deposit of Rs.25,000/- and discharge the same to the bank after 12 months.

Please note that the deposit amount will be returned to you on your confirmation in the regular service of the bank.

CITY UNION BANK LTD. HRMD Central Office

9).The information and documents provided by you are subject to verification. Upon your acceptance of this appointment order, the Company will have the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employment information of employees with applicable external agencies.

Pre-Induction Programme

You will have to undergo a Preliminary Induction Programme at any one of our facilities, for which date and venue shall be communicated separately. Accommodation for your stay, if required, will be provided at the facility. Other expenses incidental to the training are to be entirely borne by you. While reporting for the induction programme, you are instructed to bring and submit all the original certificates (10th, 12th,UG & PG degree certificates) in proof of your educational qualification and age to the HR Department for verification. You should also hand over a copy of your PAN Card, Driving License and a copy of your Aadhaar card when reporting for the induction programme. Also, you should hand over a proper Relieving Order obtained from the previous Employer; if not employed previously, a declaration to that effect should be submitted. Please note that the probation/confirmation of your service with the bank will be subject to the submission of the above-mentioned documents.

On Completion of the Pre-Induction Programme, you will be issued the appointment/posting order. Upon joining the place of posting, you will be designated as **Probationary Relationship Manager II.** You are bound by the service conditions as applicable to the said cadre of the Bank.

Probationary Period

You will be on probation for a period of **18 months**, from the date of your joining the service of the Bank. You will be designated as **Probationary Relationship Manager II**. Your salary structure will be as detailed in Annexure-II of this letter. Please note that all confirmations in the bank are given effect only on the 1st day of the month succeeding the month during which the probation period is completed.

During the probationary period, your performance will be reviewed periodically. Your confirmation in the service of the Bank will be based on your performance during the probationary period, assessment reports of the Branch / Department Head, your performance in the pre–confirmation process (test / interview) etc. However, the management based on its assessment will have discretion to extend your Probation for a further period.

If your performance is considered satisfactory, the bank may also reduce the period of Probation at its discretion.

Termination of Services

The Management reserves its right to terminate your services at any time during the period of probation or during the extended period of probation, without assigning any reason there for.

If during the period of probation or during the extended period of probation, you are found to be involved in any act of fraud, unethical transactions, misbehaviour, misconduct and any other act which results in financial loss or loss of image/reputation of the Bank, the Bank may summarily terminate your service without any notice /assigning any reason (there for) and the Bank Management's decision will be final. If your acts warrant any legal action, the bank will exercise its right. If deemed necessary, in such an event, the Bank may also issue a print media publication, about such termination with your photograph.



If any of your declaration, information or certificates is found to be false or untrue or if you have suppressed any vital information and 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 service 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 rules of the Bank in force from time to time.

Your service 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 your duty.

Leave During Probation and after Confirmation

During probation you will be entitled to Casual Leave of 12 days and Sick leave of 12 days. You will not be allowed to avail any leave beyond your entitlement during the probationary period. If under any extra-ordinary circumstances your absence is permitted under loss of pay, the probationary period will be suitably extended to compensate the period of your absence. The right of allowing leave on loss of pay and extension of probationary period will rest with the Management only.

If you remain absent unauthorized beyond 30 days, either without any intimation or after rejection of leave or after submission of resignation without serving the stipulated notice period, it would be construed that you have deserted your job and lost lien on your job, consequent upon which the Management may remove your name from the rolls of the Bank. However, the Bank can recover the dues such as cost of training and other dues, if any.

Mobility

In view of the nature of the Bank's business, it may become necessary to require you to work in different branches, departments, offices or locations of City Union Bank. Acceptance of our offer of employment is acceptance of this obligation of flexibility on your part.

Increments & Promotions

Your career growth and annual increments with the bank will depend solely on your performance and contribution to the bank and will not be automatic.

While promotion eligibility is determined on the promotion policy of the bank which will be reviewed from time to time, based on the bank's requirements and outlook. Promotions will also be considered out of turn, to those employees who perform exceptionally well and contribute to the growth of the Bank.

Responsibility Special Allowance

A fixed percentage of the increments you may be eligible to receive in the future after joining the Bank will be deducted and accumulated under the Responsibility Special Allowance. RSA will be paid as part of your Fixed CTC. The terms of this allowance will be governed by the rules specified by the Management from time to time.

Group Health Insurance Scheme

You will be covered under the Group Health Insurance Scheme as applicable to other employees of the Bank. The insurance cover will be as per the terms and conditions specified in the policy of the Insurance policy provider and may be revised from time to time.



Transfers

Your services are liable to be transferred to any of our Branches / Departments, situated anywhere in India, now in existence and to be opened in future. Notwithstanding the role assigned to you in terms of this letter, the Bank reserves its right to assign you any other role / function / responsibility, commensurate with your grade, as may be deemed appropriate, depending on administrative exigencies and requirements.

In case of exigencies, your services can be requisitioned by the Bank at any time outside the business / working hours.

Notice Period:

If you choose to discontinue your service with the Bank for any reason, you will be required to give the Bank one month notice or one month Gross salary thereof subject to the bank's discretion. In addition, you will also be required to remit the actual charges incurred by the Bank in connection with the cost of recruitment, training, batta paid, if any and other expenses incidental to training and recruitment. In the event of you having any ongoing or incomplete assignment, the Bank reserves the right to relieve you only at the end of the one-month notice period.

NB: The resignations entail re-imbursements of all amounts received by you by way of Ex-gratia payments by the Bank. Also, if any Interest free Loan is availed or any other loan is availed at concessional rate of interest, it should also be repaid with Interest (as applicable to general public) from the date of availment of loan, before getting relieved from the bank.

Termination without Notice

During the probation period, if your performance and conduct are not found to be satisfactory or if it does not meet the prescribed criteria, the Bank reserves the right to terminate your appointment or revert you to a junior level at any time during the probation period or extended period of probation without assigning any reason whatsoever.

The bank may terminate your services immediately on disciplinary grounds or if any breach of the terms and conditions mentioned in this letter on your part or as per policy of the bank, if any incorrect information is furnished by you or suppression of any personal/material information about you will be liable for termination at any time during your service.

Other Terms & Conditions:

- You will agree not to undertake employment, whether full-time or part-time, as the Director/Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of the bank. The consent may be given subject to any terms and conditions that the bank may think fit and may be withdrawn at any time at the discretion of the bank. The employment/ profession/ business existing or proposed, of your spouse, kith/kin of your family shall also be disclosed to the Bank.

- You will devote your whole time and attention to your Office work to promote the interest of the Bank 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) outside the Bank.

- While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by the Bank and maintain the secrecy of accounts and other information you come across during the course of your employment.

- You will be governed by the rules, regulations and policies of the bank as applicable to you. All the benefits are as per the bank's policies, which are subject to revision from time to time.



- You will keep us informed of any change in your residential address, change in telephone numbers and the place of contact in case you are on leave.

- Bank will always stand by the policy of honesty and integrity in all its dealings and expects its employees to follow the same.

- All such obligations in respect of Confidentiality shall survive even after your service has ended with the Bank.

- You shall not use the Bank's resources for other commercial activities or for personal gain.

- In case any information you have provided to the Bank found to be untrue or any vital information you have suppressed to the Bank, the management can terminate your services any at any stage of your employment.

This offer is made to you subject to the following pre-conditions:

- Our offer to you is conditional upon your having fully completed your graduation / post-graduation. You should have also completed all the studies, course requirements and examinations required for the award of the educational qualifications recorded by you in your application for employment with City Union Bank.

- After the Bank receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in a professional capacity at 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 selection cum offer letter 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 20.07.2024, the duplicate copy of this letter duly signed by you on all pages as a token of having accepted the selection cum offer letter.

Welcome to the CUB family.

With Regards

R. Subbaraman
Deputy General Manager
HRMD

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

Signature

Name: _____ Date: _____ Place:_____

Annexure-II to your Offer of Employment [HRMD/OFFLTR/123240476/2024-25] as Probationary Relationship Manager II

COMPENSATION DETAILS		
Name	**Shri.Yugendran R**	
Designation	**Probationary Relationship Manager II**	
CTC COMPONENTS (All figures in Rs.)		
Component	**Per Month**	**Per Year**
Basic Pay	12,000/-	1,44,000/-
Fixed DA[1]	3,000/-	36,000/-
HRA[2]	2,000/-	24,000/-
CCA[2]	840/-	10,080/-
Basket of Allowances[3]	10,060/-	1,20,720/-
Gross Pay	**27,900/-**	**3,34,800/-**
PF – Management Contribution	1,500/-	18,000/-
NPS [4] –Management Contribution	600/-	7,200/-
Gratuity	721/-	8,652/-
Approx. Mediclaim Insurance	1,167/-	14,004/-
Fixed CTC	**31,888/-**	**3,82,656/-**
Approx. monetary value of perks towards subsidised Loan for Housing[6]	18,833/-	2,25,996/-
Approx. monetary value of perks towards subsidised Loan for Two Wheeler[7]	875/-	10,500/-
Total CTC	**51,596/-**	**6,19,152/-**

Note:

1. **Dearness Allowance:**- Fixed Dearness allowance, subject to revision at the sole discretion of the Management.
2. **HRA and CCA:**- Based on your place of posting. However the Fixed CTC will remain unchanged.
3. **Basket of Allowances:**- All-inclusive of Sales & Operations allowance, Medical Reimbursement, LFC & any other allowances.
4. **National Pension Scheme (NPS)**:- The bank provides 'Pension' contribution as a third retirement benefit in addition to PF and Gratuity.
5. **Variable CTC (MSP+Ex-gratia at Max. Payout):-** will be considered purely at the discretion of the Management based on the performance of the employee, financial performance of the Bank and also subject to terms and conditions stipulated from time to time.
6. **Subsidised Staff Housing Loan:-** You will be eligible for a staff housing loan after confirmation of service at an interest of 3.5% per annum All other terms and conditions will be as per the staff housing loan policy of the Bank.
7. **Subsidised Staff Two wheeler Loan:** You will be eligible for a staff two wheeler loan at an interest rate of 5% per annum. All other terms and conditions will be as per the loan policy of the Bank.

Your salary is confidential and should be discussed only with Human Resource Management Development Department.

CITY UNION BANK LTD. HRMD Central Office